PONY

سلسلة كتب الاستاذ

2024

ICT

Information and Communication Technology

4th Primary
First Term

By
Mr. Ahmed Omara
Eng. Osama Youssef



Theme 1

The Role of ICT in Our Lives

Lesson 1 Explorer in Action

Lesson 2 The Evolution of Technology

Lesson 3 Components of Computer Systems

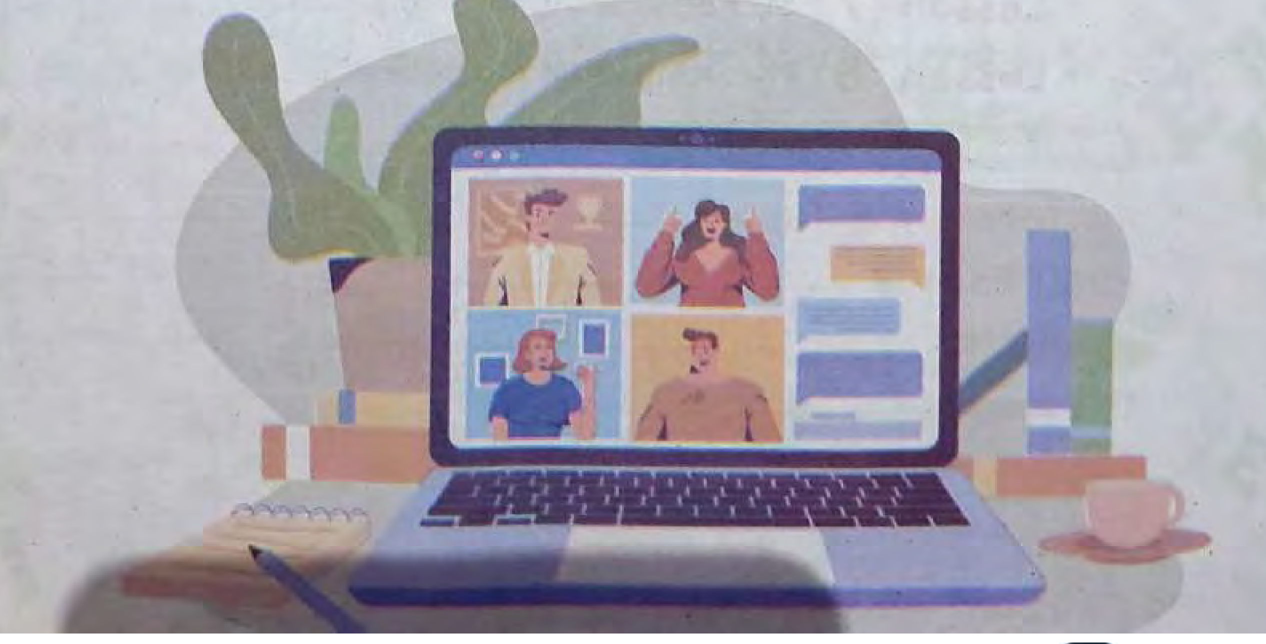
Lesson 4 Software and Operating Systems

Lesson 5 Supporting People of Determination

Lesson 6 Common ICT Problems and Solutions

Lesson 7 Collecting, Analyzing and Graphing Data

Lesson 8 Reporting Findings



Lesson 1 Explorer in Action



Albert Lin

- Albert Lin is an archaeologist.
- He uses different tools to explore archaeological sites without digging.

ألبرت لين عالم آثار - يستخدم أدوات مختلفة لاستكشاف المواقع الأثرية دون حفر.

The Importance of Archaeological Tools

1. These tools are useful because sometimes archaeologists cannot dig.
2. These tools can save time, money, and effort.

١ - هذه الأدوات مفيدة لأن علماء الآثار في بعض الأحيان لا يستطيعون الحفر.

٢ - يمكن لهذه الأدوات توفير الوقت والتكلفة والجهد.

- Archaeologists need to know where to dig. So they do a survey above ground.

يحتاج علماء الآثار إلى معرفة مكان الحفر؛ لذلك يقومون بإجراء مسح فوق سطح الأرض.

Archaeological Tools

- There are many tools that Albert Lin can use:



Theme 1

1 The first stage (Above the Ground)

1 Satellites:



- They are used to take photographs of the Earth from above.

- تستخدم الأقمار الصناعية للحصول على معلومات وصور للأرض من أعلى.

2 Drones:



- They are used to take photographs of the Earth from above.

- تستخدم الطائرات بدون طيار للحصول على معلومات وصور للأرض من أعلى.

3 Global Positioning System (GPS):



- It is used to find the location of something using satellites.

- يستخدم للعثور على موقع الجسم باستخدام الأقمار الصناعية.

2 The second stage (Under the Ground)

» Once Albert Lin finds something, he can search under the ground.

» To do this, he can use the following tools:

« وحينما يعثر على شيء، فإنه يبدأ بالبحث تحت الأرض، وللقيام بذلك يستخدم الأدوات التالية:

1 Magnetometer:



- It measures the magnetic field.
- It can find metal underground.

مقياس المغناطيسية:

- يقيس المجال المغناطيسي.
- يمكنه العثور على المعادن تحت الأرض.

2 Ground Penetrating Radar (GPR):





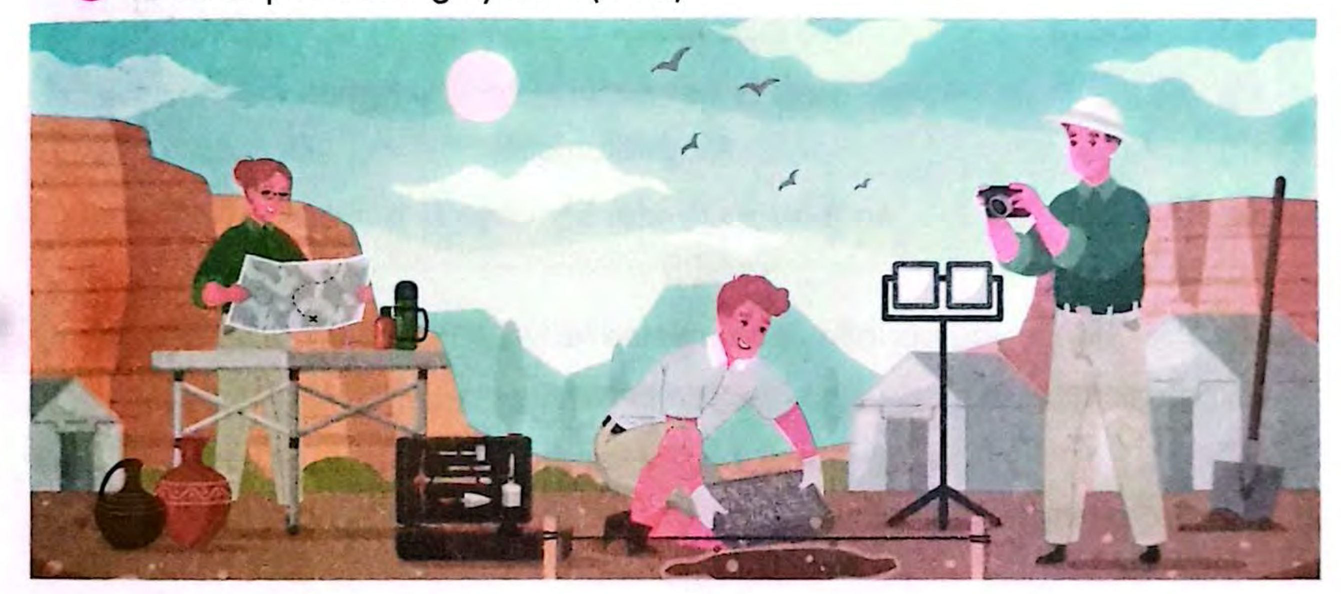
- It can discover objects buried underground.

الرادار المخترق للأرض (GPR):

- يمكنه اكتشاف الأشياء المدفونة تحت الأرض.

» There are some tools archaeologists use to explore the Earth:

1. Magnetometer
2. Ground penetrating radar (GPR)
3. Global positioning system (GPS)





معلومات توضيحية إضافية خارج الكتاب المدرسي

- Both magnetometers and GPR can be used to discover buried objects under the Earth, but they work in different ways.
- Magnetometers measure changes in the Earth's magnetic field and can detect abnormalities caused by past human activities.
- GPR sends short pulses into the ground and records the time of reflections from any buried objects. This allows it to estimate the depth of buried objects.



Exercises on Lesson 1

1 Choose the correct answer:

1. Albert Lin is a/an .... that uses modern technology to explore archaeological sites without digging.
   a. doctor b. teacher c. archaeologist

2. Archaeologists need to know where to dig. So they do a survey .... the ground.
   a. above b. under c. both of them

3. .... is/are used to get pictures of any region from above.
   a. GPS b. Magnetometer c. Drones

4. The .... enables us to identify objects buried underground.
   a. GPR b. GPS c. GPA

5. The GPS in your mobile is connected to .... to determine locations.
   a. rockets b. spacecrafts c. satellites

6. .... is/are one of the archaeological tools used to take photographs of the Earth from above.
   a. GPS b. Satellites c. GPR

7. .... is an archaeological tool that is used to measure the magnetic field underground.
   a. GPR b. GPS c. A magnetometer

8. .... is used to find minerals in the ground.
   a. A magnetometer b. A drone c. GPR

(محافظة بور سعيد – إدارة شمال 2023)

9. Archaeologists use the ground penetrating radar to ....
   a. locate objects above the ground
   b. explore objects under the ground
   c. determine the direction of any location

10 If your friend sent you a WhatsApp message containing their location, this means that he uses the ....

a. ground penetrating radar (GPR)
b. global positioning system (GPS)
c. magnetometer

11 What is the first step taken by the archaeologist to explore any new location?

a. He uses drones to search for things above the ground.
b. He uses GPR to discover objects underground.
c. He uses a magnetometer to determine the location.

12 The archaeological tools help archaeologists to ....

a. determine the location of the supermarket
b. decide where they can dig
c. communicate with their friends

2 Put (✓) or (✗):

1 Albert Lin is a technologist. ( )

2 Archaeological tools save time, money, and effort for archaeologists. ( )

3 The magnetometer is used to determine places via satellites. ( )

(محافظة الجيزة -إدارة الشيخ زايد - 2023)

4 Tourists can use GPS to determine locations while traveling. ( )

5 The archaeological tools help tourists decide where to dig. ( )

6 The taxi driver relies on the GPS device. ( )

(محافظة المنوفية -إدارة قويسنا 2023)

7 The global positioning system (GPS) is used to locate things underground. ( )

8 The magnetometer is used to determine directions via satellites. ( )

9 Ground penetrating radar is used to discover objects buried underground. ( )

(محافظة الإسكندرية-إدارة المنتزه 2 (نموذج1) 2023)



10 Drones are used to get pictures of objects above the ground. (   )

(محافظة الدقهلية -إدارة طلخا 2023)

11 A magnetometer is used to measure the magnetic field underground. (   )

12 Archaeologists use the ground penetrating radar to find objects above the ground. (   )

13 GPS is connected to satellites to help you find places you want to visit. (   )

14 A magnetometer is used to discover metals underground. (   )

(محافظة الإسكندرية – إدارة العجمي 2023)

15 Archaeologists use tools, such as GPS, GPR, and magnetometer to explore the Earth. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Magnetometer	a. enables us to get images of objects above the ground.
2 GPS	b. enables us to discover minerals underground.
3 GPR	c. enables us to know the location of any place we want to visit.
4 Drone	d. enables us to discover objects buried underground.

1 .... 2 .... 3 .... 4 ....

4 Read and complete:

Read the scenarios below. Decide which tools could be used for each scenario.

1 You want to see if there are any old coins buried underground.

....

....

....

2 You receive a message from your friend who is lost and you want to try to find him.

....

....

....

3 You want to find out if there are any old buildings under the ground.

....

....

....

5 Read and complete:

Which tools help archaeologists locate things above the ground?
Which tools help archaeologists locate things below the ground?

(GPS – Ground penetrating radar – Magnetometer)

....
....
....

Locate things above the ground

Archaeologists' Tools

Locate things under the ground

....
....
....

....
....
....



Lesson 2 The Evolution of Technology

Technology has come a long way! Look at the time line to know what happened in each age of technology.

Age of Technology	Dates
1 The Pre-Mechanical Age	3000 BC – 1450
2 The Mechanical Age	1450 – 1840
3 The Electro-Mechanical Age	1840 – 1940
4 The Electronic Age	1940 – present

1 The Pre-Mechanical Age (3000 BC – 1450)

- During this age, people started to communicate through pictures like hieroglyphics and later through words and numbers.

  خلال هذا العصر، بدأ الناس في التواصل من خلال الصور (مثل الهيروغليفية) ثم لاحقًا أصبح التواصل بالكلمات والأرقام.

- People would record lots of information about agreements made. These documents are key to understanding history.

  كان الناس يسجلون الكثير من المعلومات حول الاتفاقيات المبرمة. هذه الوثائق هي مفتاح فهم التاريخ.

Many of these documents are available online and on The Egyptian Knowledge Bank (EKB).



Egyptian Knowledge Bank
بنك المعرفة المصري

Some inventions of this age include:

Pens and pencils	Papers	Manuscripts (parchment)	Abacus counter
أقلام الحبر والأقلام الرصاص	الورق	المخطوطات	العداد الرقمي (أباكس)



2 The Mechanical Age (1450 – 1840)

- During this age, people recorded a tremendous amount of information. This led to a desire to make it easier to record and share.
- There was a technology explosion!
- Some inventions of this age include:
  1. The printing process: Made it easier to make books.
  2. The Pascaline: It was an early calculator.

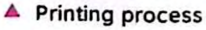
خلال هذا العصر، سجل الناس قدرًا هائلًا من المعلومات، أدى ذلك إلى الرغبة في تسجيل المزيد من المعلومات ومشاركتها، ومن هنا بدأت الثورة التكنولوجية!

بعض الاختراعات في هذا العصر:

١ - عملية الطباعة: أسهمت في تسهيل عملية صناعة الكتب.

٢ - باسكالين: هي النسخة الأولى من الآلة الحاسبة.





▲ Printing process

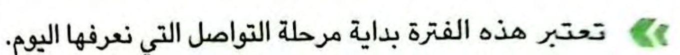


▲ The Pascaline

3 The Electro-Mechanical Age (1840 – 1940)

- This was the beginning of communication as we know it today.
- Some inventions of this age include:
  1. Electricity was used for the first time.
  2. The telephone.
  3. The first digital computer that was 8 feet high, 50 feet long, 2 feet wide, and weighed 50 tons.





تعتبر هذه الفترة بداية مرحلة التواصل التي نعرفها اليوم.

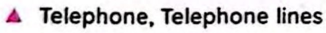
بعض اختراعات هذه الفترة:

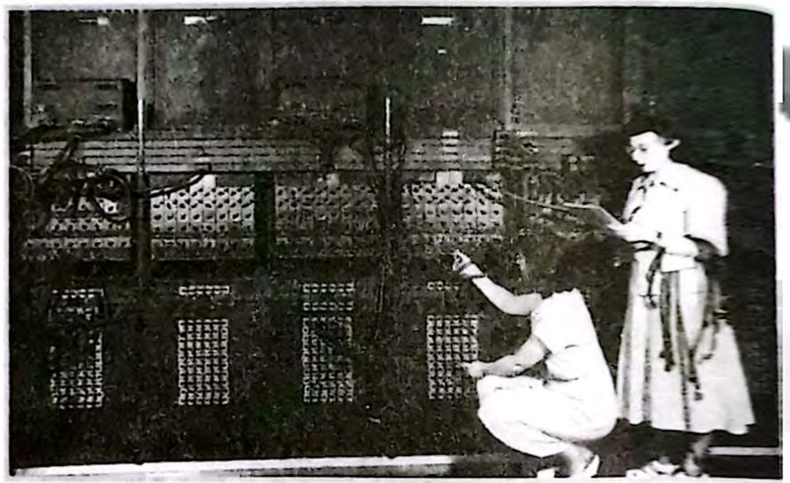
١ – الكهرباء، وكان أول استخدام لها في هذا العصر.　　٢ - الهاتف.

٣ – جهاز الكمبيوتر الرقمي الأول، وقد بلغ ارتفاعه ٨ أقدام، وطوله ٥٠ قدمًا، وعرضه قدمين، في حين وصل وزنه إلى ٥٠ طنًّا!



▲ Telephone, Telephone lines





▲ First digital computer

Test yourself

Complete:

1. During .... age, people communicate through pictures
2. The first computer appears in the era of ....
3. The .... is known as "technology revolution" age
4. Electricity was used for the first time in the .... Age.
5. .... Was the early version of calculator.

4 The Electronic Age (1940 – present)

- This is considered the "information explosion age".
- Inventions and improvements are happening at a fast rate.
- Some inventions of this age include:
  1. Personal computers (PCs), laptops, and cell phones: They help us communicate with people around the world using email and instant messages.
  2. Satellites and GPS: They help us locate things.

تُعرف هذه الفترة بعصر «الثورة المعلوماتية» حيث شهدت ظهور اختراعات وإنجازات بسرعة مذهلة.

بعض اختراعات هذا العصر:

١ – أجهزة الكمبيوتر الشخصي وأجهزة الكمبيوتر المحمولة والهواتف المحمولة: حيث تساعدنا في التواصل مع الأشخاص حول العالم باستخدام البريد الإلكتروني والرسائل الفورية.

٢ – الأقمار الصناعية ونظام تحديد المواقع: ومن شأن هذه الاختراعات مساعدتنا على تحديد مواقع الأشياء.

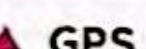


▲ Laptops



▲ Satellites





▲ GPS



▲ Smart phones



Exercises on Lesson 2

1 Choose the correct answer:

1. During the .... Age, people communicate through pictures.
   a. Mechanical b. Electro-Mechanical c. Pre-Mechanical
2. Early ancient people communicated together using ....
   a. letters b. drawings c. codes
3. Fixed phones were invented in the .... Age.
   a. Electronic b. Electro-Mechanical c. Mechanical
4. .... appeared during the mechanical revolution age.
   a. Pascaline b. Laptops c. Satellites
   (محافظة المنوفية – إدارة السادات 2023)
5. The .... Age is known as "technology revolution age".
   a. Mechanical b. Electro-Mechanical c. Electronic
6. The beginning of communication as we know it today started in the .... Age.
   a. Mechanical b. Electro-Mechanical c. Electronic
7. .... appeared before the mechanical revolution age, while the .... appeared after it.
   a. Pencils – Pascaline
   b. The abacus – telephone
   c. The typewriter – mobile
8. The era of the electronic revolution is characterized by the invention of ....
   a. laptops b. typewriters c. telephones
   (محافظة القاهرة – إدارة عابدين 2022)
9. The .... Age is known as "information explosion age".
   a. Mechanical b. Electro-Mechanical c. Electronic

10 The Pascaline machine is the first version of a ....
a. calculator b. printer c. typewriter

11 Electricity was used for the first time in the .... Age.
a. Mechanical b. Electro-Mechanical c. Electronic

12 .... is used as a way of communication in modern times.
a. The pencil b. The abacus c. Email

13 The printing process for books started to appear in the .... Age.
a. Electro-Mechanical b. Mechanical c. Electronic

14 .... is used as a means of communication in modern times.
a. Email b. The pencil c. The pen

(محافظة الشرقية – إدارة ههيا 2023)

15 The first digital computer was invented in the .... Age.
a. Electronic b. Mechanical
c. Electro-Mechanical

16 The timeline of the technological evolution is ....
a. words -pens –typewriter b. typewriter- pens– words
c. pens- typewriter- phone

2 Put (✓) or (✗):

1 The first computer was discovered in the are of mechanical revolution. (   )

(إدارة الغردقة التعليمية- 2023)

2 Ancient people communicated first using pictures, then using words and numbers. (   )

3 The abacus counter is one of the machines used in modern times. (   )

4 The Pascaline is an example of technology in the Pre-Mechanical Age. (   )

5 Personal computers were invented in the Pre-Mechanical Age. (   )

6 Pens, papers, and typewriters were used in the Pre-Mechanical Age. (   )

7 Books began to appear in the mechanical revolution era. (   )

8. Inventions and improvements are happening at a fast rate in the Mechanical Age. (   )
9. Electricity was used for the first time in the Electro-Mechanical Age. (   )

(محافظة الجيزة - إدارة 6 أكتوبر - 2023)

10. The information age extends to our present age. (   )
11. The first computers were light and easy to move. (   )
12. Electricity, telephones, and the first computer appeared in the Electro-Mechanical Age. (   )

3 Cross out the odd word:

1. Pencils – Pascaline – Abacus – Manuscripts (..........................)
2. Typewriter – Printing machines – Record player (..........................)
3. First computer – Laptop – Telephone (..........................)
4. Satellites – GPS – Online map – Telephone (..........................)

4 Complete the table with the information from each box.

The Electronic Age
The Electro-Mechanical Age
The Mechanical Age
The Pre-Mechanical Age

a. Printing machine, calculator, typewriter
b. Satellite, smartphone, online maps, word processor
c. Pens, pencils, parchment, paper, abacus
d. Telephone, telephone lines, record player

Column (A) Dates	Column (B) Age	Column (C) Inventions
1 3000 BC – 1450	The Pre-Mechanical Age	....
2 1450 – 1840	....	....
3 1840 – 1940	....	....
4 1940 – present	....	....

Lesson 3 Components of Computer Systems



The computer • It is an electronic device used for processing data.

هو جهاز إلكتروني يعمل كمعالج للبيانات.

» Computers can store, restore, and process information.

« الكمبيوتر يمكنه تخزين المعلومات واستعادتها ومعالجتها.

The importance of the computer

» **Computers can be used to do the following:**

1. Write documents
2. Send emails
3. Play games
4. Browse the internet
5. Create or edit data tables, PowerPoint presentations, and videos.

« **استخدامات الكمبيوتر:**

١ - كتابة المستندات.
٢ - إرسال بريد إلكتروني.
٣ - ممارسة ألعاب الفيديو جيم.
٤ - تصفح الإنترنت.
٥ - إنشاء أو تعديل جداول البيانات، عروض باوربوينت والفيديوهات.

NOTES:

1. The shape of a computer and its components differ according to the device's model and manufacturing data.

يختلف شكل الحاسب ومكوناته حسب موديل الجهاز وتاريخ تصنيعه.

2. There are devices that are turned on and used via touch.

هناك أجهزة يتم تشغيلها واستخدامها عن طريق اللمس.



▲ Personal Computer (PC)



▲ Laptop



▲ Tablet



▲ Touch computer

To use your computer, you need:

- **Hardware**
  - Input Devices
  - Output Devices
- **Software**
  - It will be discussed in lesson 4

 Input Devices

- They are devices that enter data into a computer.
- Examples of input devices:

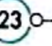
Device	Figure	Function
1 Keyboard		• To type letters and numbers into the computer. لإدخال الحروف والأرقام على الكمبيوتر.
2 Mouse		• To select and move things easily. لتحريك واختيار الأشياء بسهولة.
3 Camera		• To allow others to see you. • To input images or videos into the computer. تسمح للآخرين برؤيتك – تقوم بإدخال صور أوفيديو للكمبيوتر.
4 Microphone		• To allow others to hear you. • To input sound, audio, and music into the computer. يسمح للآخرين بسماعك – يقوم بإدخال صوت وموسيقى إلى الكمبيوتر.
5 Scanner		• To input texts and images from paper into the computer. يقوم بإدخال النصوص والصور من الورق إلى الكمبيوتر.



2 Output Devices

- They are the devices that output information.
- Examples of output devices:

Device	Figure	Function
1 Screen		• Shows what you and the computer are doing. تُظهِر ما تقوم به وتفعله على الكمبيوتر.
2 Speaker		• To hear others. • To output sound. لسماع الآخرين – لإخراج الصوت من الكمبيوتر.
3 Printer		• To output texts or images from your computer on paper. لإخراج وطباعة النصوص أو الصور من الكمبيوتر على ورق.
4 Braille terminal		• It allows blind people to use computers. (How?) • It converts text on the screen into Braille characters. يقوم بعرض المعلومات والنصوص المكتوبة بنظام برايل.
5 Speech synthesizer		• It allows non-verbal people to speak. (How?) • It changes text to speech. يساعد الأشخاص الذين يعانون من عدم القدرة على الكلام على التواصل. يقوم هذا الجهاز بتحويل النص المكتوب إلى كلام.



NOTES:

1. A touch screen can be used as an input device and an output device.
2. You can prepare your own video or photo album, using one of the applications on your device.
3. The most important element of the computer system is you (user)!
4. Computers are only as good as the data we put in them.
5. If the user connects the devices wrong or uses them incorrectly, the computer will produce an error, so we must be careful while connecting them.

١- يمكن استخدام شاشة اللمس كوحدة إدخال ووحدة إخراج.
٢- يمكنك إعداد الفيديو الخاص بك أو ألبوم الصور باستخدام أحد التطبيقات الموجودة على جهازك.
٣- أهم عنصر في نظام الكمبيوتر هو أنتَ (المستخدِم) .
٤- أجهزة الكمبيوتر تكون جيدة فقط بجودة البيانات التي نضعها فيها.
٥- إذا قام المستخدم بتوصيل الأجهزة بشكل خاطئ، أو استخدامها بشكل غير صحيح فسوف يحدث عطل للكمبيوتر؛ لذلك يجب أن نكون حذرين أثناء توصيل تلك الأجهزة.









معلومات توضيحية إضافية خارج الكتاب المدرسي

The most important element of the computer system is You (the user).

The user provides the input and instructions that the computer needs to perform tasks. The user also decides how to organize and manage data, which programs to use, and how to solve problems.
Without the user, the computer would just be a collection of hardware and software with no purpose.

Exercises on Lesson 3

1 Choose the correct answer:

1. The computer is an electronic device that is used for ....
   a. processing data b. writing documents c. both of them
2. .... is considered one of the hardware components of a computer.
   a. PowerPoint b. The browser c. The CPU

(محافظة الاسكندرية-ادارة المنتزه 1 (نموذج 1) 2023)

3. The computer's shape depends on the following, except ....
   a. model b. the manufacture date
   c. software
4. .... are devices that are used to enter data into a computer.
   a. Input devices b. Output devices c. CPU
5. The .... is one of the input devices on the computer.
   a. speaker b. printer c. scanner
6. The component responsible for entering data into a computer is the ....
   a. keyboard b. CPU c. printer

(محافظة كفر الشيخ – إدارة كفر الشيخ 2023)

7. .... are input devices of the computer.
   a. The keyboard, mouse, and speaker
   b. The camera, scanner, and microphone
   c. The touch screen, speaker, and printer
8. .... are devices that output information from a computer.
   a. Input devices b. Output devices c. Documents
9. All the following are from input devices on the computer components, except the ....
   a. screen b. microphone c. keyboard
10. The .... is a device that allows non-speakers to speak.
    a. scanner b. printer c. speech synthesizer

(محافظة الغربية – إدارة المحلة غرب 2023)

11 The screen is considered an .... device, while the camera is considered an .... device.

a. output – output b. output – input c. input – input

12 One of the attached devices that is used during video calls is the ....

a. printer b. scanner c. camera

(محافظة الإسكندرية - إدارة المنتزه 2 - (نموذج 1) 2023)

13 .... allows blind people to use computer.

a. Speech synthesizer b. Braille terminal c. The keyboard

14 The .... is used to enter papers and photos into your computer.

a. scanner b. display screen c. printer

15 The .... is used to output texts and images on paper.

a. Screen b. scanner c. printer

16 One of the devices that is used for writing/typing is the ....

a. speaker b. mouse c. keyboard

17 The speech synthesizer is a type of ....

a. input device b. output device d. printing device

(محافظة الدقهلية – منية النصر 2023)

18 The .... enables us to output sound.

a. mouse b. speaker c. microphone

19 The .... is used to select, insert, or drag a file on the computer.

a. mouse b. printer c. scanner

20 The .... allows you to enter sound into your computer.

a. speech synthesizer b. speaker c. microphone

21 To hear others through the internet, you should have a/an ....

a. microphone b. speaker c. camera

22 The most important element of the computer system is the ....

a. mouse b. user c. CPU

2 Put (✓) or (✗):

1. A computer is used to create and edit spreadsheets and presentations. ( )

(محافظة الإسكندرية-إدارة المنتزه 1 - (نموذج 1) 2023)

2. Input devices in computers work on processing data. ( )
3. The keyboard is a device that is used to output data. ( )

(محافظة الشرقية – إدارة ههيا 2023)

4. Non-verbal people use speech synthesizers to communicate using the computer. ( )
5. The scanner is used to print images from the computer on paper.( )

(محافظة الشرقية – إدارة ههيا 2023)

6. We use scanners to transfer texts and images from paper to our computer. ( )
7. A laptop is bigger than a personal computer. ( )
8. Braille terminals and speech synthesizers help people with determination to use computers. ( )
9. The most important element of the computer system is you. ( )
10. The microphone is very important to hear audio or video. ( )

3 Complete the following sentences using the words between the brackets:

(scanner – screen – speaker – camera – keyboard – microphone)

1. A .... enables you to enter your photo at the present.
2. A .... enables you to enter the sound into the computer.
3. A .... enables you to write letters and numbers.
4. A .... displays information (texts, photos & videos).
5. A .... is used to input texts and images from paper into the computer.
6. A .... is used to output audio data.

4 Cross out the odd word:

1. Keyboard – Printer – Camera – Scanner (..................................)
2. Touch screen – Speaker – Microphone – Screen (..................................)
3. Speech synthesizer – Braille terminal – Scanner (..................................)

5 Classify these words into input or output devices:

(Speech synthesizer - Touch screen - Speaker - Camera - Keyboard - Printer)

Input Devices	Output Devices
....	....
....	....
....	....

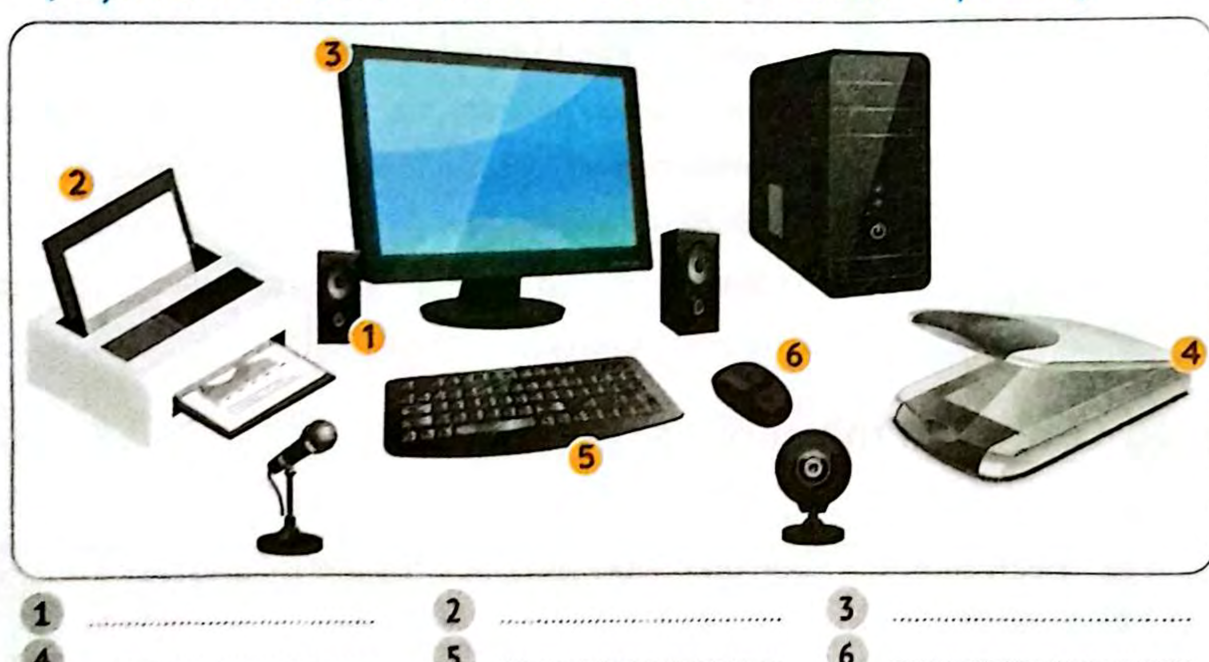
6 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
Hardware	Function
1 Keyboards	a. output audio data.
2 Speakers	b. view visual data as images.
3 Screens	c. output texts and images.
4 Printers	d. input letters and numbers.

1 .... 2 .... 3 .... 4 ....

7 Label the components of the computer with the words in the box:

(Keyboard - Mouse - Printer - Scanner - Screen - Speaker)



1 .... 2 .... 3 ....

4 .... 5 .... 6 ....

Lesson 3

8 What is the function of each component of the computer above? Complete the chart:

Functions	Components
1 Allows interaction with, and selection of, information.	....
2 Displays visual data: texts, images, and videos.	....
3 Allows input of images.	....
4 Allows input of text.	....
5 Allows input of text and images from paper.	....
6 Allows output of text and images on paper.	....
7 Allows input of audio.	....
8 Allows output of audio.	....

9 Read and complete:

Devices can also include components to help people of determination. Read the descriptions below and write the name of the component.

Then answer the question.

1. This component allows blind people to use computers.

....

....

2. This component allows non-verbal people to speak.

....

....

Lesson 4 Software and Operating Systems



» Imagine you want to write a report for school. Once you log on to the computer, what do you do?

1. You might open a word-processing program like Microsoft Word.
2. Microsoft Word tells the computer's operating system (like Windows), to access the program and open it.

» But that is only what you see happening. There is another key step that you do not see.

نحن نستطيع أن نرى ما نكتبه على الشاشة، ولكن هناك خطوة رئيسية أخرى تحدث لا يمكن رؤيتها.

3. The operating system talks to the Central Processing Unit (CPU).
4. The CPU controls what and how data is processed.

» This means that:

- As you type, Microsoft Word tells the operating system.
- Then, the operating system asks the CPU to show this information on the screen.

- بينما تكتب، فإن البرنامج الذي تستخدمه (MS Word) يرسل رسالة إلى نظام تشغيل الكمبيوتر، يوضح له ما تقوم بفعله (الكتابة).
- فيطلب نظام التشغيل من (CPU) إظهار المعلومات التي تكتبها على الشاشة.

NOTE:

» Remember to save your work regularly.

- If the program has a problem before the operating system tells the CPU to save everything, you can lose your work.

The diagram below shows how data is processed in Microsoft Word

A student writes in Microsoft Word.

The operating system sends data to the CPU.

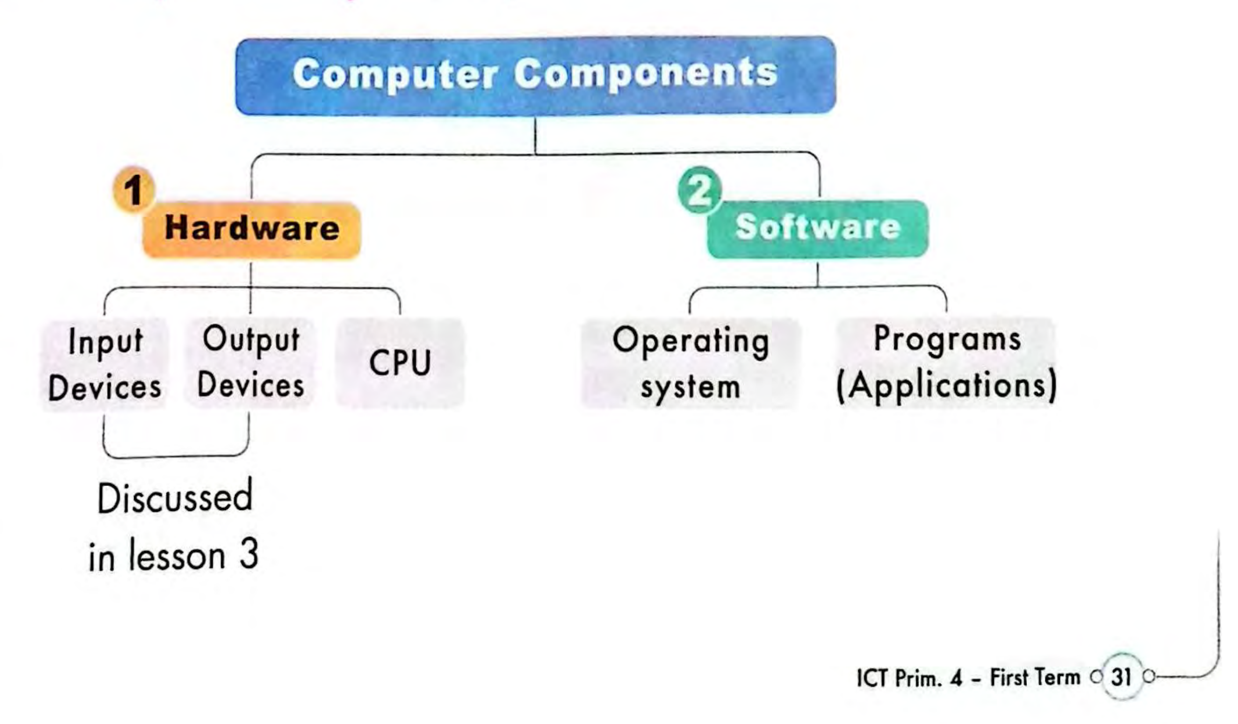
CPU

The CPU processes the data.

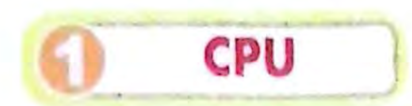
The CPU sends information to the operating system.

The operating system receives the information and shows it on the screen.

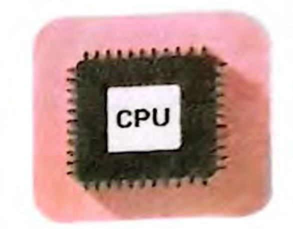
From the previous explanation, we can conclude that:



Theme 1



1 CPU



» The Central Processing Unit (CPU) is like the brain in the human body and it processes data and converts it into useful information.

« وحدة المعالجة المركزية كالعقل في جسم الإنسان وهي تقوم بمعالجة البيانات وتحويلها إلى معلومات مفيدة.

2 Software

» They are programs and applications that help the user perform any task he needs, and they include:

« هي برامج وتطبيقات تساعد المستخدم على أداء أي مهمة يحتاجها، وهي تشمل:

1. Operating System

» It manages hardware and software.

» It is found on many devices, such as computers and cell phones.

« يدير الأجهزة والبرامج.

« يوجد في العديد من الأجهزة مثل أجهزة الكمبيوتر والهواتف المحمولة.

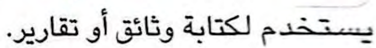
Examples:

- Windows: It is the most famous operating system for computers.
- Android: It is the most famous operating system for cell phones.

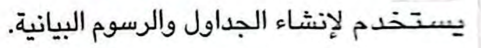
2. Programs (Applications)

» Such as:

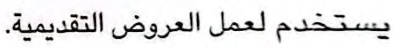
1. MS Word: It is used to write documents or reports.


يستخدم لكتابة وثائق أو تقارير.

2. MS Excel: It is used to create tables and graphs.


يستخدم لإنشاء الجداول والرسوم البيانية.

3. MS PowerPoint: It is used to create presentations.


يستخدم لعمل العروض التقديمية.

4. Google Chrome: It is a browser that allows you browse websites on the internet.

هو متصفح يسمح لك بتصفح مواقع الويب.

5. Gaming applications: تطبيقات الألعاب

Exercises on Lesson 4

1 Choose the correct answer:

1. The .... sends data to the CPU, which then receives it in the form of information.
   a. operating system b. browser c. keyboard

2. .... is considered software on the personal computer.
   a. The keyboard b. MS Excel c. The printer

(محافظة الشرقية – إدارة هيهيا 2023)

3. The .... is responsible for managing both hardware and software.
   a. CPU b. operating system c. keyboard

4. The .... is considered one of the hardware components of a computer.
   a. MS PowerPoint b. browser c. CPU

(محافظة الإسكندرية – إدارة المنتزه1 – (نموذج1) 2023)

5. Operating system is a /an ....
   a. input device b. software c. hardware

6. To access websites online, you can use ....
   a. MS Excel b. MS Word c. a browser

7. Windows and Android are considered ....
   a. applications b. input devices c. operating systems

8. Information is considered the processing product of ....
   a. data b. digital blogs c. email

(محافظة أسيوط – إدارة أسيوط التعليمية 2023)

9. Word, Excel, and PowerPoint are considered ....
   a. applications b. input devices c. operating systems

Theme 1

10 .... can be an effective tool to present material in the classroom.

a. MS Excel b. MS PowerPoint c. Google Chrome

11 What is the program used to write a CV (resume)?

a. Screen magnification b. Word program

c. Speech synthesizer

(محافظة الإسكندرية-إدارة المنتزه2-(نموذج1) 2023)

12 All the following are operating systems that enable you to use your device, except ....

a. Windows b. email c. Android

13 The operating system sends .... to the CPU to be processed.

a. data b. information c. neither of them

14 A program that creates a slideshow is called ....

a. MS Word b. MS PowerPoint c. MS Excel

(محافظة الإسكندرية – إدارة شرق 2023)

15 The function of the central processing unit (CPU) is to ....

a. change information to useful data

b. change bad information to useful information

c. change data to useful information

2 Put (✓) or (✗):

1 The central processing unit (CPU) is a type of software. ( )

(محافظة الشرقية – إدارة ههيا 2023)

2 Microsoft PowerPoint helps you present information in creative ways. ( )

3 Google is the most famous operating system. ( )

(محافظة الجيزة – إدارة الهرم 2023)

4 Word processing software is a type of device. ( )

5 The operating system is considered software, while the CPU is considered a hardware component. ( )

6 The operating system is not necessary to deal with the computer. ( )

(محافظة الشرقية – إدارة ههيا 2023)

7 Android is one of the most famous operating systems. ( )

8 The personal computer converts information into data. ( )

9 When you work on a computer, you should save your work regularly. ( )

10 A screen and keyboard help you operate your personal computer. ( )

11 The screen helps in processing data. ( )

(محافظة كفر الشيخ – إدارة كفر الشيخ 2023)

12 Google Chrome enables you to download any file from any website offline. ( )

13 The CPU sends data to the operating system to be processed. ( )

3 Arrange the following stages:

1 The operating system sends the image data to the CPU. ( )

2 The CPU converts data into information. ( )

3 The student places an image in Microsoft PowerPoint. ( )

4 It displays it on the screen. ( )

5 The CPU is processing the image data. ( )

6 The CPU sends information to the operating system. ( )

7 The operating system receives information. ( )

4 Complete the following diagram using the words in the box:

(Data – Output device – Input device – CPU – Information)

.... → (..........) .... → (..........) ....



5 Look and complete:

Write the words from the box in the correct column.

(CPU - Gaming apps - Google Chrome™ browser - Keyboard
PowerPoint® - Microsoft Word® - Screen - Windows®)

Hardware	Operating Systems	Application Software
....	....	....

6 Read the steps and match them to the image. Write the letter:



a



b



c



d

1. You open the program and start typing. (   )
2. The program receives the data and tells the operating system to interpret it. (   )
3. The CPU receives the data from the operating system and processes it. (   )
4. After the operating system sends the information to the program, the program puts the information on the screen. (   )

Lesson 5 Supporting People of Determination

Assistive Technology

- A special kind of technology that helps people of determination with tasks that they find difficult to do.

نوع خاص من التكنولوجيا يساعد أصحاب الهمم في المهام التي يجدون صعوبة في القيام بها.

Albert Lin



- Albert Lin has a limb difference, but he doesn't let that stop him from exploring many places around the world.

لدى ألبرت لين اختلاف في أطرافه (رجل مبتورة) ولكن هذا لم يمنعه من استكشاف العديد من الأماكن حول العالم.

- Albert Lin uses a prosthetic leg that enables him to move and explore new places.

يستخدم ألبرت لين ساقًا صناعية تمكنه من التحرك واستكشاف أماكن جديدة.

Examples of Assistive Technology

1 Hearing aids



- Hearing aids help people who have trouble hearing.
- Hearing aids can be connected to mobile devices.
- Many of them come with smartphone apps that allow users to adjust their hearing aids using their phones.

يساعد الأشخاص الذين يعانون من مشاكل في السمع.

يمكن توصيلها بالهاتف المحمول.

الكثير منها يأتي معه تطبيقات تتيح للمستخدم التحكم بها من خلال الهاتف المحمول.

2 Screen magnification software



- This software enlarges everything on a computer screen, such as words and images.
- It allows people with poor vision (visually impaired) to interact with computers.

- يُكبّر كل شيء على شاشة الكمبيوتر مثل النصوص والصور.
- يسمح للأشخاص ضعاف البصر بالتفاعل مع الكمبيوتر.

3 Alternate communication software



- This software helps people with speech and language disabilities communicate with others.

Example

- Computer programs that can turn text into speech and speech into text.

- يساعد الذين يعانون من إعاقة في النطق أو اللغة على التواصل مع الآخرين.
- مثال: يمكن لبعض برامج الكمبيوتر تحويل نص مكتوب إلى كلام، والعكس.

4 Sporting tools



a. **Paraclimbing tools:** They allow climbers with limb differences to climb mountains, so assistive technology can help with ordinary and extraordinary activities!

- أدوات التسلق: تتيح للمتسلقين - الذين فقدوا أحد أطرافهم - تسلق الجبال، وبالتالي يمكن للتكنولوجيا المساعدة أن تساعد في القيام بالأنشطة العادية والاستثنائية.

b. **Footballs that make noise:** It can be useful for visually impaired people. The noise can help them locate the ball and follow its movement.

- كرات القدم التي تصدر صوتًا: يمكن أن تكون مفيدة للأشخاص المعاقين بصريًا؛ حيث يمكن أن يساعدهم الصوت في تحديد موقع الكرة ومتابعة حركتها.

c. **A bike that has 3 wheels and is powered by hands:** It is useful for people who have limb differences or mobility issues to participate in physical activities.





- الدراجة ذات العجلات الثلاث والتي تعمل باليد : تكون مفيدة للأشخاص الذين يعانون من اختلافات في الأطراف أو مشاكل في الحركة ليشاركوا في الأنشطة البدنية.

d. **Running blades:** They are prosthetic limbs designed for running and other physical activities. They can be useful for people with amputated legs.



- الأطراف الصناعية المخصصة للجري: هي أطراف صناعية مصممة للجري والأنشطة البدنية الأخرى، ويمكن أن تكون مفيدة للأشخاص الذين بُترت ساقهم.

5 Cell phones with large buttons

» It can be useful for visually impaired people. The larger buttons make it easier to see and dial phone numbers.

« الهواتف الخلوية ذات الأزرار الكبيرة: يمكن أن تكون مفيدة للأشخاص المعاقين بصريًا؛ حيث الأزرار الكبيرة تكون أسهل في الرؤية وإجراء المكالمات.

Big Buttons
Big font and big keys

6 Motorized wheelchairs

» It can be useful for people with mobility impairments. They allow them to move around more easily and independently.



« الكراسي المتحركة الكهربائية: يمكن أن تكون مفيدة للأشخاص المعاقين حركيًا؛ حيث تسمح لهم بالتحرك بسهولة واستقلالية أكبر.

Stephen Hawking



» He was a famous physics scientist.

» **He used assistive technology, such as:**

1. Motorized wheelchair to move around more easily.
2. Speech synthesizer to help him communicate.

« ستيفن هوكينج كان عالمًا مشهورًا في الفيزياء.

« **كان يستخدم التكنولوجيا المساعدة مثل:**

١- الكرسي المتحرك آليًا: للتنقل بسهولة.   ٢- مركب الكلام: لمساعدته في التواصل.

Exercises on Lesson 5

1 Choose the correct answer:

1. People who have trouble hearing can use ....
   a. hearing aids b. screen zoom c. sporting tools

(محافظة الإسكندرية – إدارة شرق 2023)

2. The assistive technology is a type of technology that helps people with ....
   a. mental problems b. physical injuries c. disabilities

3. Albert Lin uses a .... that enables him to move and explore new places.
   a. wheelchair b. prosthetic leg c. hearing aid

4. .... is software that is used to assist the visually impaired.
   a. Earphones b. Screen enlargement
   c. Alternative communication software

(محافظة بورسعيد – إدارة شمال 2023)

5. Prosthetic legs and wheelchairs help people with ....
   a. hearing troubles b. movement disabilities c. poor vision

6. Screen magnification software is very important for ....
   a. blind people b. deaf people
   c. visually impaired people

7. Alternative communication software helps people with .... disabilities.
   a. speech b. movement c. seeing

8. A football that makes noise is useful for ....
   a. people with hearing troubles
   b. people with movement disabilities
   c. visually impaired people

9. .... is/are prosthetic limbs designed for running to help people with amputated legs.
   a. Braille terminal b. Hearing aids c. Running blades

10 Screen magnification software is used to help people who have ....
a. hearing impairment b. poor vision c. limb loss

(محافظة الإسكندرية – إدارة المنتزه 2 - (نموذج1) 2023)

11 .... allow climbers with limb differences to climb mountains.
a. Running blades b. Paraclimbing tools c. Hearing aids.

12 The .... can change text into audio and vice versa.
a. speaker b. microphone
c. alternative communication software

13 Stephen Hawking has used .... to help him communicate.
a. microphone b. braille terminal c. speech synthesizer

14 Screen magnification software enables ....
a. showing information b. hearing information c. printing papers

(محافظة الدقهلية – إدارة طلخا التعليمية 2023)

15 .... help people with limb differences to go about their daily lives.
a. Hearing aids b. Prosthetic legs c. Braille terminal

16 Stephen Hawking has used assistive technology, such as a .... to move around more easily.
a. running blades b. motorized wheelchair c. speech synthesizer

17 A handbike that has 3 wheels is useful for people who have ....
a. trouble hearing b. vision problems c. limb differences

2 Put (✓) or (✗):

1 Albert Lin uses a prosthetic leg that enables him to talk and. ( )

2 Assistive technology is a technology that helps people with determination in their daily lives. ( )

3 Magnification software is an assistive technology. ( )

(محافظة سوهاج – الإدارة التعليمية 2023)

4 Modern hearing aids can be connected to mobile devices. ( )

5 Stephen Hawking used a robotic wheelchair that was equipped with a system that enabled him to move and talk. ( )

6 Screen magnification software helps people with difficulties. ( )

(محافظة المنوفية – إدارة السادات التعليمية 2023)

7 Assistive technology can help with both ordinary and extraordinary tasks. ( )

8. People who have trouble hearing can adjust their hearing aids using smartphone apps. ( )
9. Alternative communication software allows visually impaired people to interact with a computer. ( )
10. Some programs can change text to speech and vice versa. ( )

3 Write the scientific term:

1. The kind of technology that helps people of determination. (..........)
2. A tool that helps people who have trouble hearing to hear. (..........)
3. A tool that helps blind people to read. (..........)
4. A tool on the computer that enables visually impaired people to see. (..........)
5. A tool that helps people who lost one of their limbs. (..........)
6. It helps people with speech and language disabilities to communicate. (..........)

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
People of determination	Can use
1 Blind person	a. Screen magnification software
2 People with hearing disabilities	b. Prosthetic device
3 Visually impaired person	c. Alternative communication software
4 Person with language disability	d. Medical hearing aids
5 Person with a limb difference	e. Braille method

1 .... 2 .... 3 .... 4 .... 5 ....

5 Read and complete:

How can each of these assistive technologies be useful for people? Who might find them most useful?

1. Sports balls that make a noise

   ....

2. Cell phones with large buttons

   ....

3. Hearing aids

   ....

4. Screen magnification software

   ....

5. Motorized wheelchairs

   ....

6 Read and complete:

Put these steps in order. How did Stephen Hawking make use of speech synthesizer technology?





1. When I have made a sentence, the computer sends it to a speech synthesizer. (   )
2. I look at a screen. There are words on the screen. (   )
3. I can press a switch in my hand. In this way, I select the words. (   )
4. The speech synthesizer changes the words into an artificial voice, so people can hear what I want to say! (   )
5. I can't speak, so I communicate using a computer system in my wheelchair. (   )

Lesson 6 Common ICT Problems and Solutions

- ICT tools like computers, tablets, or laptops can help you do a lot of tasks, such as:

يمكن أن تساعدك أدوات تكنولوجيا المعلومات والاتصالات في القيام بالعديد من المهام، مثل:

1. Writing school reports and homework using Microsoft Word
2. Researching information online
3. Playing games

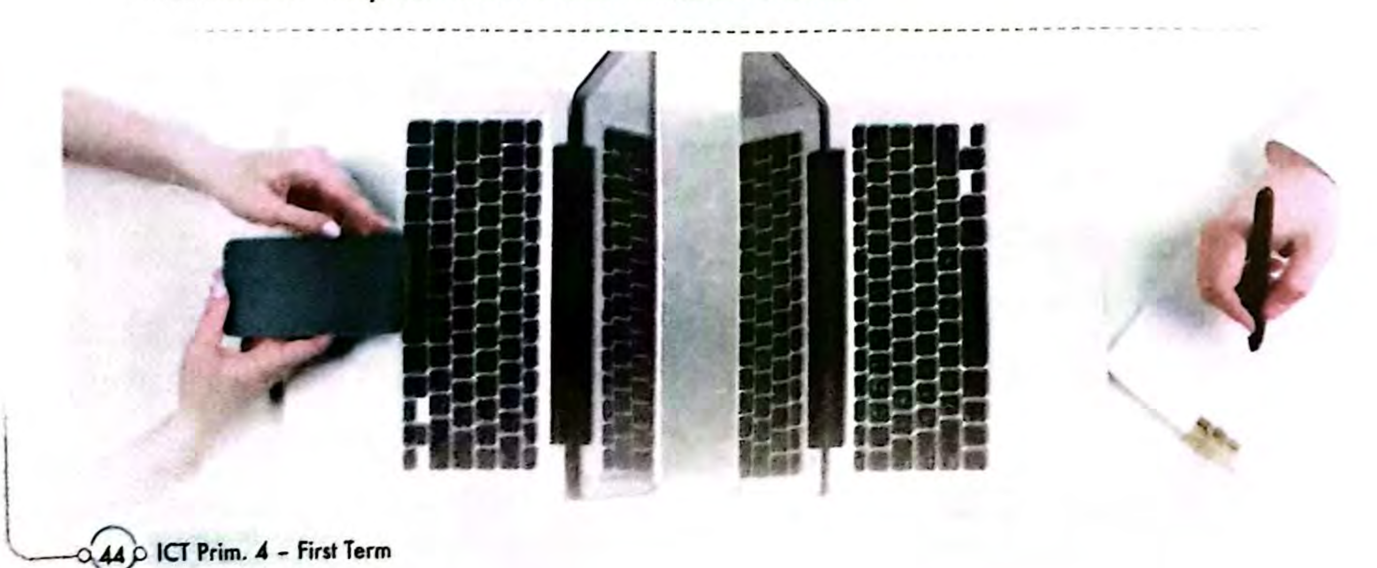
- However, these devices might have a temporary breakdown or failure that prevents you from turning them on.

في بعض الأحيان، تعاني هذه الأجهزة من عطل مؤقت يمنعك من تشغيلها.

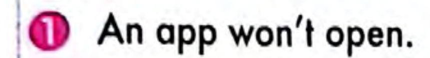
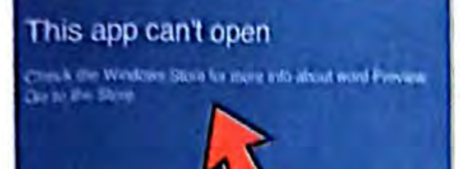


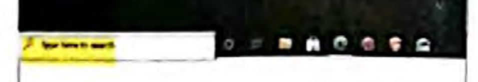
معلومات توضيحية إضافية خارج الكتاب المدرسي

- ICT tools are a set of digital tools and devices that are used to create, process, manage, and communicate information.
- These tools include hardware devices such as computers, smartphones, and tablets, as well as software applications and programs such as word processors, spreadsheets, email, and social media platforms.
- ICT tools are important because they allow people to access and share information quickly and efficiently and to perform tasks that would be difficult or impossible to do without them.



Common ICT Problems and Solutions

Problem	Possible Solution (for a Window PC)
❶ An app won't open.   	1. Restart your computer. ↓ If the problem is not solved, 2. check software update. ↓ If the problem is not solved, 3. uninstall and reinstall the app. ↓ If the problem is not solved, 4. ask your teacher or family for help.
❷ The mouse cursor isn't working. 	1. Make sure that you connected the mouse cable to the correct place in the motherboard, then restart your PC. ↓ If the problem is not solved, 2. replace the mouse with a new one. ↓ If the problem is not solved, 3. ask your teacher or family for help.
❸ The keyboard isn't typing. 	1. Make sure that you connected the keyboard cable to the correct place to the motherboard, then restart your PC. ↓ If the problem is not solved, 2. replace the keyboard with a new one. ↓ If the problem is not solved, 3. ask your teacher or family for help.

Problem	Possible Solution (for a Window PC)
4 Your screen freezes. 	1. Press and hold the "Ctrl + Alt and Del" buttons together. ↓ If the problem is not solved, 2. restart your computer. ↓ If the problem is not solved, 3. ask your teacher or family for help.
5 You can't find a file. 	1. Check your Downloads folder. • If you're looking for a Microsoft Word file, look in your Documents folder. • If you're looking for a photo, look in your Pictures folder. **Or** 2. Try doing a search using the Search box next to the Start button. ↓ If the problem is not solved, 3. ask your teacher or family for help.

Test yourself

Complete:

1. ……………, …………… and …………… are examples of ICT tools.
2. …………… solve most of ICT problems.
3. You can uninstall and reinstall an app to solve the problem of …………… .
4. Press and hold …………… + …………… + …………… buttons if the screen freezes
5. If you can't find a file, you can search for it using …………… .
6. If you try to solve a problem and fail, you should …………… .

Exercises on Lesson 6

1 Choose the correct answer:

1. ICT tools, such as .... can help you do a lot of tasks.
   a. computers   b. MS Word   c. both of them
2. Most ICT problems can be solved by ....
   a. pressing Del+Alt+Ctrl
   b. checking connection   c. restarting the device
3. If the ...., you might need to check if the keyboard cable is connected or not.
   a. mouse isn't working   b. keyboard isn't working   c. screen freezes

(محافظة القاهرة – إدارة الشروق 2023)

4. In case you couldn't open an application, you should ....
   a. restart your device   b. replace the mouse   c. replace the keyboard
5. You can use .... to write school reports and homework.
   a. MS PowerPoint   b. MS Word   c. MS Excel
6. Press and hold the "Ctrl + Alt and Del" buttons when ....
   a. you can't find a file   b. screen freezes   c. an app can't open

(محافظة الجيزة – إدارة 6 أكتوبر 2023)

7. If an app can't be opened, the following are possible solutions, except ....
   a. updating the app   b. reinstalling the application
   c. checking the Search box
8. The command responsible for closing all the applications on computers or laptops is ....
   a. Del + Alt +Ctrl   b. Alt+ Del+ Tab   c. Del +Tab+ Shift

(محافظة بني سويف – إدارة بني سويف التعليمية 2023)

9. If you want to find a file on your PC, you should ....
   a. restart the device   b. press Alt + Ctrl +Del
   c. use the Search box

10 If you download a file from the internet to your PC, you can find it in the .... folder.
   a. Downloads b. Pictures c. Documents

11 It is preferable, after repairing or reconnecting the mouse, to ....
   a. press Del+Alt+Ctrl
   b. check electrical connections c. restart the device

12 When you are unable to solve a problem on your computer, you must ....
   a. delete some files from the computer
   b. leave your computer for a while
   c. ask your teacher or family for help

2 Put (✓) or (✗):

1. If the app won't open, check that your software is up to date. (   )
2. If you can't find a file, you should restart your computer. (   )
3. Press Del + Alt + Ctrl if the mouse is not working. (   )
4. Using the Search box helps you find any file on your PC. (   )
5. If you are unable to open an application on your laptop, uninstalling and reinstalling the application may solve this issue. (   )
6. The first thing you should do when you have a problem with your computer is to ask your teacher for help. (   )
7. It is better to restart your computer after checking the keyboard connection. (   )
8. If the app still won't open, restart your computer and try again. (   )

(محافظة كفر الشيخ – إدارة كفر الشيخ 2023)

9. ICT can help you to write your homework and play games. (   )
10. Removing the Word program from your device helps solve most problems. (   )

3 Complete the following sentences using the suitable words between the brackets:

(find a file – screen freezes – app won't open – pointer doesn't work)

1. Press and hold the "Ctrl + Alt and Del" buttons when ....
2. Uninstall and reinstall the app when the ....

3. Do a search using the Search box next to the Start button to ....

4. Check the mouse connection to the motherboard when the ....

4 Decide what the problem is based on the solution provided:

Solution	Problem
1. Press and hold the "Ctrl", "Alt", and "Del" buttons.	....
2. Do a search using the Search box next to the Start button.	....
3. Restart your computer and try opening it again.	....
4. Uninstall and reinstall the app.	....

5 Read and answer:

Suggest solutions to these ICT problems.

1. Sara is doing her homework on her Windows® PC. Suddenly, the screen freezes. She presses and holds the "Ctrl", "Alt", and "Del" buttons, but that doesn't work. What else could she try to do?

....

....

2. Maged wants to send a file to his friends, but he can't find it on his Windows® PC. What solutions could he try?

....

....

3. Reem wants to listen to music on her favorite music app on her laptop. However, when she clicks on it, it doesn't open. What solutions could she try?

....

....

Lesson 7 Collecting, Analyzing, and Graphing Data

» Scientists and archaeologists can solve problems by collecting, analyzing, and graphing data.

» يقوم العلماء وعلماء الآثار بحل المشكلات عن طريق قيامهم بجمع البيانات، وتحليلها، ورسمها بيانيًا.



 Collecting Data

You can collect data from a variety of sources, such as:

Books & Articles (digital or print)	Records (logs & reports)	Surveys	Experiments
			

» يمكنك جمع البيانات من بعض المصادر مثل:

- كتب ومقالات (رقمية أو مطبوعة).
- التسجيلات (السجلات والتقارير).
- الدراسات الاستقصائية.
- التجارب.

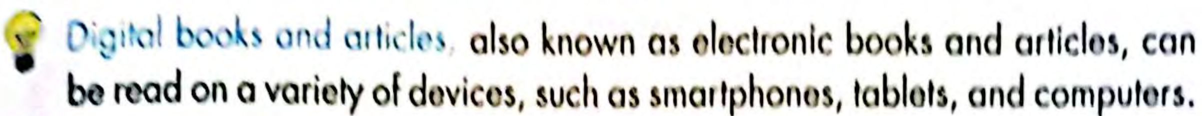
» Always make sure that the information you are collecting is accurate and from trusted sources.

تأكد دائمًا من أن المعلومات التي تجمعها دقيقة ومن مصادر موثوقة.

Explanatory Information



معلومات توضيحية إضافية خارج الكتاب المدرسي



- Digital books and articles, also known as electronic books and articles, can be read on a variety of devices, such as smartphones, tablets, and computers.
- Printed books and articles, on the other hand, are physical objects made of paper and ink.
- Logs and reports provide a written record of information over time, logs are more detailed and provide a chronological record of events or activities.

  Reports, on the other hand, are usually more concise and provide a summary of information based on the data collected in the logs.
- A survey is a research method used to collect data about a topic from a sample of individuals or organizations, usually through the use of questionnaires or interviews.

2 Analyzing Data



» When you analyze the data that you collected:

1. Review your findings.
2. Interpret what those findings mean.
3. You can use the data to find out what happened, why it happened and what is likely to happen next, and what should be done.

« عندما تقوم بتحليل البيانات التي جمعتها:

الخطوة الأولى: قم بمراجعة تلك البيانات. الخطوة الثانية: قم بتفسير تلك البيانات.

« يمكنك استخدام البيانات لمعرفة ما حدث، ولماذا حدث، وما المتوقع حدوثه بعد ذلك، وما الذي يجب عمله.



1. The best way to interpret a lot of data is to look for trends (recurring patterns) in the information.
2. Microsoft Excel is one of the best programs to analyze data.

« ملحوظة: ١. أفضل طريقة لتفسير الكثير من البيانات هي البحث عن الاتجاهات (الأنماط المتكررة) في المعلومات.

٢. برنامج الإكسل واحد من أفضل البرامج لتحليل البيانات.

3 Graphing Data

Once you have analyzed the information you have collected, you are ready to graph the information.

- A common graph is a bar (column) graph.
- Bar graphs clearly present and compare different categories of information.
- You can draw graphs on paper or make them on a computer using software like Excel.

بمجرد أن تقوم بتحليل المعلومات التي جمعتها، فأنت على استعداد بتمثيل المعلومات بيانيًا:

- الرسم البياني الشائع هو الرسم البياني العمودي.
- الرسم البياني العمودي: يعرض بوضوح ويقارن فئات مختلفة من المعلومات.
- يمكنك القيام بالرسم البياني على ورقة أو على جهاز كمبيوتر باستخدام برنامج إكسل.

Examples:

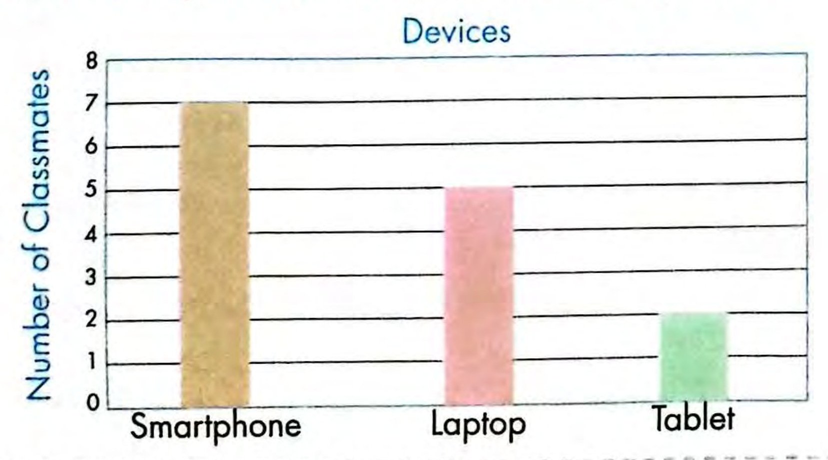
- Nesma interviewed her classmates about their favorite devices. In total, she interviewed 14 classmates, collected their answers and sorted them into groups.



This is the information that she analyzed

- Seven classmates said their favorite device was a smartphone.
- Five classmates said their favorite device was a laptop.
- Two classmates said their favorite device was a tablet.

After Nesma analyzed the information, she graphed it:



Exercises on Lesson 7

1 Choose the correct answer:

1. The first step in solving any problem is .... the data.
   a. graphing   b. collecting   c. analyzing
2. You can collect data from many sources like ....
   a. keyboard   b. GPS   c. books

(محافظة القاهرة - إدارة الشروق)

3. Inside a science lab, we do a lot of .... with our teacher to collect data.
   a. surveys   b. interviews   c. experiments
4. Before you show your results on charts, you should ....
   a. share it online with others
   b. analyze them   c. remove them

(محافظة أسيوط - إدارة أسيوط - نموذج 1)

5. .... graph is the most common graph to present information.
   a. Bar   b. Picto   c. Line
6. The best way to collect information is to get it from ....
   a. Facebook   b. books   c. WhatsApp
7. The best way to interpret a lot of data is to look for ....
   a. re[illegible]   b. surveys   c. trends
8. [illegible]llect data from ....
   a. [illegible]s   b. cameras   c. screens

(محافظة الإسكندرية - إدارة شرق)

9. [illegible]rts and surveys can be .... sources.
   a. digital   b. printed   c. both of them
10. .... [illegible]e best software that can be used to analyze data.
   a. [illegible]   b. MS Excel   c. MS PowerPoint

11 The program used to graph data is ....

a. MS Word b. MS Excel c. MS PowerPoint

12 You can use .... whether they are printed or digital to collect data.

a. surveys b. interviews c. experiement

(محافظة الجيزة – إدارة جنوب التعليمية)

13 When you analyze the data you've collected, you review your ....

a. data b. information c. findings

14 One way to collect data for research is from existing records, such as ....

a. logs b. reports c. both of them

15 The .... is the easiest way to display the result of a search or an opinion poll.

a. presentation b. graph c. text massage

(محافظة البحيرة – إدارة أبو حمص)

16 The students can do .... inside the class to collect data about their favorite technology tools.

a. surveys b. logs c. experiments

17 Once you have analyzed the information you have collected, you're ready to .... the information.

a. collect b. graph c. remove

18 You can draw graphs using ....

a. a computer b. paper and pen c. both of them

2 Put (✓) or (✗):

1 Scientists can solve problems by collecting, analyzing, and graphing data. ( )

2 Books and magazines are sources of data collection. ( )

(محافظة بني سويف – إدارة بني سويف التعليمية 2023)

3 Surveys and experiments are two of the most important sources for data collection. ( )

(محافظة الإسكندرية – إدارة المنتزه2 – نموذج1)

4 MS Word is one of the best programs to analyze data. (   )

5 The most common graph is the column graph. (   )

(محافظة بورسعيد – إدارة شمال)

6 You can collect data from many different sources. (   )

7 You can't graph data on paper. (   )

8 To obtain accurate search results, you can use social media sites. (   )

(محافظة أسيوط – إدارة أسيوط -نموذج 1)

9 The best way to interpret a lot of data is to look for recurring patterns. (   )

10 Books and articles may be digital or printed. (   )

11 The program that is used to graph data on computers is word. (   )

(محافظة الجيزة – إدارة جنوب التعليمية 2023)

12 When preparing a research, make sure the information you have collected is from untrusted sources. (   )

13 Graphs are a good way to display, and compare results. (   )

(محافظة الدقهلية – إدارة طلخا التعليمية 2023)

14 It is better to extract recurring patterns from the data to be able to interpret it. (   )

3 Complete the following sentences with the suitable words between the brackets:

(Excel - paper - Analyzing - Bar - data collection)

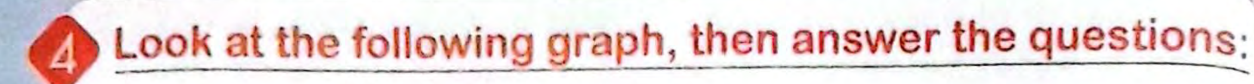
1 .... graph is the most common graph to compare different information.

2 .... is one of the most popular applications for designing graphs.

3 You can draw graphs on a ....

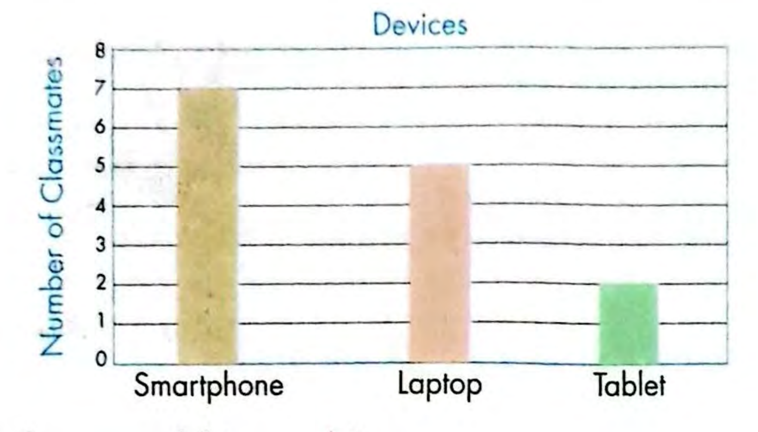
4 During ...., you must ensure that the information is accurate.

5 .... data is very important before drawing a chart.



4 Look at the following graph, then answer the questions:

Nesma interviewed her classmates about their favorite devices. In total, she interviewed 14 classmates, collected their answers and graphed them.



1. What is the type of this graph?

   ....

   ....

2. What is the application that Nesma used?

   ....

   ....

3. What is the highest category?

   ....

   ....

4. What is the lowest category?

   ....

   ....

5. What is the difference between the highest category and the lowest category?

   ....

   ....

Lesson 8 Reporting Findings

1 Digital blogs المدونات الرقمية



- A website that contains personal notes and opinions.
  - موقع يحتوي على مذكرات وآراء شخصية.
- Only one person is responsible for it.
  - يكون المسئول عنها فرد فقط.

2 Published articles (digital or printed)



- Some articles contain texts only, while others include images and infographics.
- Articles express the opinion of the author.
- Digital articles are available for reading and downloading on various sites.

- تحتوي بعض المقالات على نصوص فقط بينما يشتمل بعضها على صور ورسوم بيانية.
- المقالات تعبر عن رأي كاتبها.
- تتوفر المقالات الرقمية للقراءة والتنزيل في مواقع مختلفة.

3 Social media sites



- They allow communication with people electronically and the sharing of texts, photos, and videos.
- You can interact with your friends by writing posts and comments online.

Examples: Facebook - Twitter - Instagram.

- إنها تتيح التواصل مع الأشخاص إلكترونيًا ومشاركة النصوص والصور ومقاطع الفيديو.
- يمكنك التفاعل مع أصدقائك من خلال كتابة المنشورات والتعليقات عبر الإنترنت.

4 Email البريد الإلكتروني



- The most common way to report data
  - الطريقة الأكثر شيوعًا للإبلاغ عن البيانات.
- You can send a short report and attach a file with it.
  - يمكنك إرسال تقرير قصير وإرفاق ملف به.

5 TV programs برامج التلفزيون



- These are meetings that present opinions and information in the form of television talk shows on satellite broadcasting channels.
  - هي لقاءات تعرض الآراء و المعلومات في شكل حوار على قنوات البث الفضائي.

6 Interviews المقابلات



- A face-to-face conversation between two or more people to obtain information.
  - محادثة بين شخصين أو أكثر للحصول على معلومات.

7 Text messages رسائل نصية



- Communication among people using short text messages (SMS) via the internet.
  - اتصال بين الأشخاص باستخدام الرسائل النصية القصيرة عبر الإنترنت.

8 Video chats محادثات فيديو



- Communication among people using video through some applications (Messenger – WhatsApp – Skype).
  - اتصال بين الأشخاص باستخدام الفيديو من خلال بعض التطبيقات.
- You need a camera and a microphone to communicate with others.
  - سوف تحتاج إلى كاميرا وميكروفون للتواصل مع الآخرين.

Exercises on Lesson 8

1 Choose the correct answer:

1. .... is used to express your personal opinions on the internet.
   a. GPS b. Email c. A digital blog
   (محافظة كفر الشيخ - إدارة كفر الشيخ) (محافظة البحر الأحمر - إدارة الغردقة)
   (محافظة الجيزة - إدارة 6 أكتوبر)
2. One of the attached devices that you use during video calls is the ....
   a. printer b. scanner c. camera
3. The most common way to report data is by ....
   a. blogs b. email c. mouse
   (محافظة القاهرة - إدارة الشروق)
4. .... is responsible for blogging.
   a. No person b. One person c. A group
5. .... is communication among people using SMS online.
   a. Video chat b. Social media c. Text messaging
6. Personal information and opinions that express their owner which are available for reading and downloading on various sites are ....
   a. published articles b. emails c. text messages
7. .... are used to communicate with audio and image.
   a. Video calls b. Digital articles c. Digital blogs
   (محافظة الإسكندرية - إدارة المنتزه2 - نموذج1) (محافظة أسيوط - إدارة أسيوط - نموذج 1)
8. .... is a way to report information in a face-to-face conversation.
   a. Blogging b. Social media c. Interview
9. .... contain information available for publication, download, or distribution on digital media sites.
   a. Text messages b. Published articles c. Digital blogs

10 When using a/an ...., you can attach files to your message.
a. video call b. email c. interview

11 .... is a way to report information by writing posts and comments online.
a. Video chat b. Social media c. Interview

12 The camera and microphone are used in ....
a. published articles b. text messages c. video calls

13 .... is a way of exchanging messages between a team.
a. Blogging b. Email c. Text message

14 A way to report information through talk shows, is called ....
a. TV programs b. interviews c. video chat

15 Social media sites, such as ....
a. Facebook b. Instagram c. both of them

16 One of the applications that is used to make video call is ....
a. Skype b. Messenger c. both of them

2 Put (✓) or (✗):

1 One way to report data is through email. ( )

(محافظة الإسكندرية – إدارة العجمي)

2 Email is used to share posts and comments online. ( )

3 Researchers usually use published articles to report their information. ( )

4 A blogger is someone who runs and controls a digital blog. ( )

5 Email is used to share data and communicate among friends. ( )

(محافظة الجيزة – إدارة 6 أكتوبر)

6 Social media is the best way to get accurate information. ( )

7 The most common way to report data is video chat. ( )

8 One person is responsible for the blog. ( )

(محافظة بورسعيد – إدارة شمال)

9 An interview is a conversation between two or more people face-to-face. (   )

(محافظة المنوفية – إدارة السادات التعليمية)

10 Online SMS is a way of communicating among people via the internet. (   )

3 Complete the following sentences with the suitable words between the brackets:

(Social media sites – Video chats – Interviews – TV programs – Blogs – Emails – Published digital articles – Instant messages)

1. .... are visual communication online using a webcam and microphone.
2. .... are the most common ways to send data and attach related files.
3. .... are face-to face conversations between two persons to get information.
4. .... are communication among people using short text messages online.
5. .... are meetings that present information in the form of talk shows.
6. .... are websites that contain personal notes and opinions.
7. .... are ways to communicate by sharing posts and comments online.
8. .... contain information available for publication and download.

Summary on Theme 1 The Role of ICT in Our Lives

Lesson 1

- Albert Lin is an archeologist.
- Above ground tools:
  1. Satellites and Drones: Take photographs of the Earth from above.
  2. Global Positioning System (GPS): Finds the location of something using satellites.
- Underground tools:
  1. Magnetometer:
     - Measures the magnetic field.
     - Finds metal underground.
  2. Ground Penetrating Radar (GPR): Discovers objects buried underground.

Lesson 2

Period	Age	Inventions
From 3000 BC – 1450	The Pre-Mechanical Age	• Pens, pencils, drawing then, words & numbers • Pens, pencils, and papers • Abacus • Manuscript
From 1450 – 1840	The Mechanical Age (Technology revoulation)	• Pascaline machine • Printing technology
From 1840 – 1940	The Electro-Mechanical Age	• Electricity • Telephone • First computer
From 1940 – Present	The Electronic Age (Information explosion age)	• PC/Laptop • Satellite • GPS • Smart phones



Lesson 3

» Computers are important to write documents, create presentations, create tables, create videos, browse the internet, and play games.

» The shape and components of computers differ according to:

1. Model
2. Manufacturing date

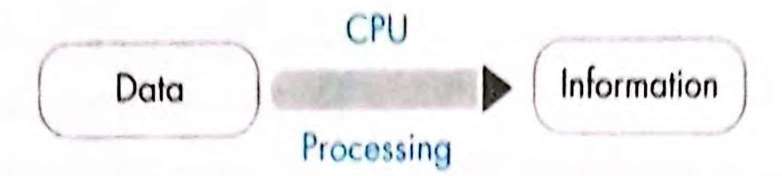
Input Devices		Output Devices	
1 Keyboard	• To type letters and numbers into the computer.	1 Screen	• Shows what you and the computer are doing.
2 Mouse	• To select and move things easily.	2 Speaker	• To hear others. • To output sound.
3 Camera	• To allow others to see you. • To input images or videos into the computer.	3 Printer	• To output texts or images from your computer on paper.
4 Microphone	• To allow others to hear you. • To input sound, audio, and music into the computer.	4 Braille terminal	• It allows blind people to use computers. (How?) • It converts text on the screen into Braille characters.
5 Scanner	• To input texts and images from paper into the computer.	5 Speech synthesizer	• It allows non-verbal people to speak. (How?) • It changes text to speech.

NOTE:

- A touch screen can be used as an input device and an output device.



- The CPU: It is a device that is used to process data and converts it into information.



Software

1. Operating System	2. Programs (Applications)
It is a software system that manages hardware and software. **Examples:** • Windows: It is the most famous operating system for computers. • Android: It is the most famous operating system for cell phones.	① MS Word: It is used to write documents or reports. ② MS Excel: It is used to create tables and graphs. ③ MS PowerPoint: It is used to create presentations. ④ Google Chrome: It is a browser that allows you browse websites on the internet. ⑤ Gaming applications:

Lesson 5

- Assistive Technology: It helps people of determination (disabilities) to do daily activities.

Disabilities	Assistive Technology
• Limb difference (amputated leg)	• Prosthetic legs • Paraclimbing tools (for climbers with Limb differences)

• Trouble hearing	• Hearing aids
• Visually impaired people (trouble in vision)	• Screen magnification software • Cell phones with large buttons • Ball that makes noise
• Blind people	• Braille method (convert letters to prominent symbols)
• Speech and language disabilities	• Alternative communication software (change text into speech and vice versa)

» **Stephen Hawking used:**

1. Motorized wheelchair to move.
2. Speech synthesizer to communicate.

Lesson 6

» ICT tools might have a temporary breakdown or failure.

1. An app doesn't open: Restart → check update → uninstall & reinstall app.
2. The mouse/ keyboard doesn't work: Make sure it is connected correctly, then restart → replace the mouse/keyboard with a new one.
3. Your screen freezes: Press "Alt+Ctrl+Del" → Restart.
4. You can't find a file: Use the Search box in Start menu.

NOTES:

1. Restarting a device can often solve many common ICT problems.
2. If you have tried but can't solve the problem, the last step is to ask your teacher or family for help.

Lesson 7

» Sources of collecting data:

1. Books, articles, and magazines "digital or printed"
2. Surveys and polls
3. Experiments "at labs"
4. Records "logs and reports"

» Analyzing data:

- The best way to interpret a lot of data is to look for trends (recurring patterns) in the information.
- Microsoft Excel is one of the best programs to analyze data.

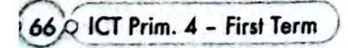
» Graphing data:

- A common graph is a bar (column) graph.
- You can draw graphs on paper or on a computer using software like Excel.

Lesson 8

» Researchers report the information they gather in many different ways.

1. Digital blogs: They contain personal notes and opinions and are controlled by one person.
2. Published articles: They are available for reading and downloading on various sites.
   - Articles express the opinion of the author and may contain text, images, and infographics.
3. Social media sites: people can share text , photos, videos, and write posts and comments online too.
   Examples: Facebook – Twitter- Instagram.
4. Email: Is the most common way to report data.
5. TV programs: present information and opinions in the form of TV shows.
6. Interviews: A face-to-face conversation between people to share information.
7. Text message: People can communicate using SMS via internet.
8. Video chat: People can communicate using videos through applications, such as Messenger, WhatsApp, and Skype using a camera and microphone.







1 Choose the correct answer:

1. Tourists depend on .... to determine their locations.
   a. GPS b. magnetometers c. drones
2. .... is a way of converting letters into prominent symbols that can be read by touching.
   a. Earpiece b. Screen c. Braille
3. .... help people of determination move.
   a. Braille terminal b. Prosthetic devices c. Hearing aids
4. If you want to find a file on your PC, you should ....
   a. restart your device b. press Del +Alt +Ctrl
   c. use the Search box
5. In the era before the mechanical revolution, people communicated with each other using ....
   a. phones b. pictures c. SMS

2 Put (✓) or (✗):

1. Albert Lin is an archaeologist. (   )
2. Input devices in computers work on processing data. (   )
3. The first step in solving any problem is collecting data. (   )
4. One way to report data is through email. (   )
5. Electricity was used for the first time in the era of the Pre-Mechanical Age. (   )

3 Choose from column (A) what suits it in column (B):

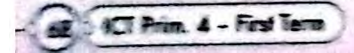
Column (A)	Column (B)
1 A keyboard	a. acts as both an input and output device.
2 MS Word	b. is used to write documents and reports.
3 Hearing aids	c. is an input device
4 A touch screen	d. help people of hearing disabilities.
5 A printer	e. outputs text and images on paper.

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 2

1 Choose the correct answer:

1. Computer software is divided into .... and application programs.
   a. mobile phone b. email c. operating systems
2. The camera and microphone are used in ....
   a. video calls b. text messages c. published articles
3. A device measures the magnetic field and is used to detect minerals underground.
   a. The magnetometer b. The GPS c. The drone
4. Press and hold the "Ctrl +Alt +Del" buttons when ....
   a. you can't find a file b. the screen freezes c. an app can't open
5. Screen zoom software is used to help people who suffer from ....
   a. hearing impairment b. visual impairment c. limb loss



2 Put (✓) or (✗):

1. Bar graph is the most common graph to present information. (   )
2. The Pascaline is an example of technology from the Pre-Mechanical Age. (   )
3. We use scanners to transfer text and images from paper to our computers. (   )
4. GPS is used to find places you might need to visit. (   )
5. If you can't find a file, you should restart your computer. (   )

3 Complete the following sentences with the suitable words between the brackets:

(Excel – Interviews – scanner – Email – data collection)

1. During ...., ensure that the data is accurate.
2. The .... inputs text and images from paper into the computer.
3. .... are face to face conversations to get information.
4. .... is one of the most popular software programs for designing graphs.
5. .... is the most common way to report information.

Model Exam 3

1 Choose the correct answer:

1. The era of the electronic revolution is characterized by the existence of ....
   a. laptops b. printers c. hieroglyphic symbols
2. The .... is a device that allows non-speakers to speak.
   a. printer b. scanner c. speech synthesizer
3. If you receive a message from a friend who is lost and you want to try to find him, you will use the ....
   a. GPS b. MS Excel C. GPR

4. In the case you couldn't open an application, you should ....
   a. check the keyboard   b. use the Search box   c. restart your device
5. Before you show your results on charts, you should ....
   a. share results online.   b. analyze them   c. remove them

2 Put (✓) or (✗):

1. The magnetometer is used to discover metals underground. (   )
2. An email can be sent without the address. (   )
3. Braille transforms letters into prominent symbols that can be read by touching. (   )
4. The operating system is not necessary to run computers. (   )
5. If you can't find a file, you should restart your computer. (   )

3 Complete the following sentences with the suitable words between the brackets:

(magnetometer - Electro-Mechanical - microphone - scanner - Mechanical)

1. Electricity was used for the first time in the .... Age.
2. The .... is a device that measures the magnetic field.
3. The first version of calculator appeared in the .... Age.
4. The .... inputs sound, audio, and music into a computer.
5. The .... inputs text and images from paper into the computer.

Model Exam 4

1 Choose the correct answer:

1. The first step in solving any problem is .... data.
   a. graphing   b. collecting   c. analyzing
2. .... are used as a means of communication in modern times.
   a. Emails   b. Pencils   c. Pens

3. .... help people who suffer from hearing problems.
   a. Prosthetic limbs   b. Speakers   c. Hearing aids
4. The .... is used to copy paper inside the computer.
   a. printer   b. scanner   c. display screen
5. You can write your CV or your research using the .... program
   a. MS Word   b. MS Excel   c. MS PowerPoint

2 Put (✓) or (✗):

1. Removing the Word program from your device helps solve most problems. (   )
2. The global positioning system (GPS) connects to satellites to determine locations. (   )
3. It is best to extract recurring patterns from the data to be able to analyze trends. (   )
4. You can see what you're doing on your device by looking at the screen. (   )
5. Information is the final result we get after processing the data. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Windows	a. allows non-verbal people to speak.
2 Google chrome	b. outputs texts or images from your computer on a paper.
3 The speech synthesizer	c. is a browser that allows you browse websites.
4 The printer	d. is the most famous operating system for computers.
5 MS PowerPoint	e. is a software that is used to create presentations.

1 .... 2 .... 3 .... 4 .... 5 ....



Model Exam 5

1 Choose the correct answer:

1. The .... is responsible for processing data.
   a. CPU b. printer c. screen
2. The best way to interpret a lot of data is to look for ....
   a. records b. surveys c. trends
3. The command responsible for closing all the applications on the personal computer or laptop is ....
   a. Del + Alt+ Ctrl b. Alt +Del +Tab c. Del +Tab +Shift
4. .... is the best software that can be used to analyze data
   a. MS Word b. MS Excel c. MS PowerPoint
5. A device that is used to input and output data at the same time is the ....
   a. touch screen b. camera c. scanner

2 Put (✓) or (✗):

1. The first computer appeared in the Electronic Age. (   )
2. Computers are used to create and modify spreadsheets and presentations. (   )
3. The magnetometer is used to determine directions via satellites. (   )
4. Screen zoom software helps people with visual difficulties. (   )
5. The most important element of the computer system is the user. (   )

3 Complete the following sentences with the suitable words between the brackets:

(CPU – Assistive technology – polls – bar – keyboard)

1. .... helps people of determination.
2. The .... types letters and numbers into the computer.
3. The common graph is the .... graph, that presents and compares information.
4. There are many sources of collecting data, such as ....
5. The .... process data and converts it into information.

Theme 2

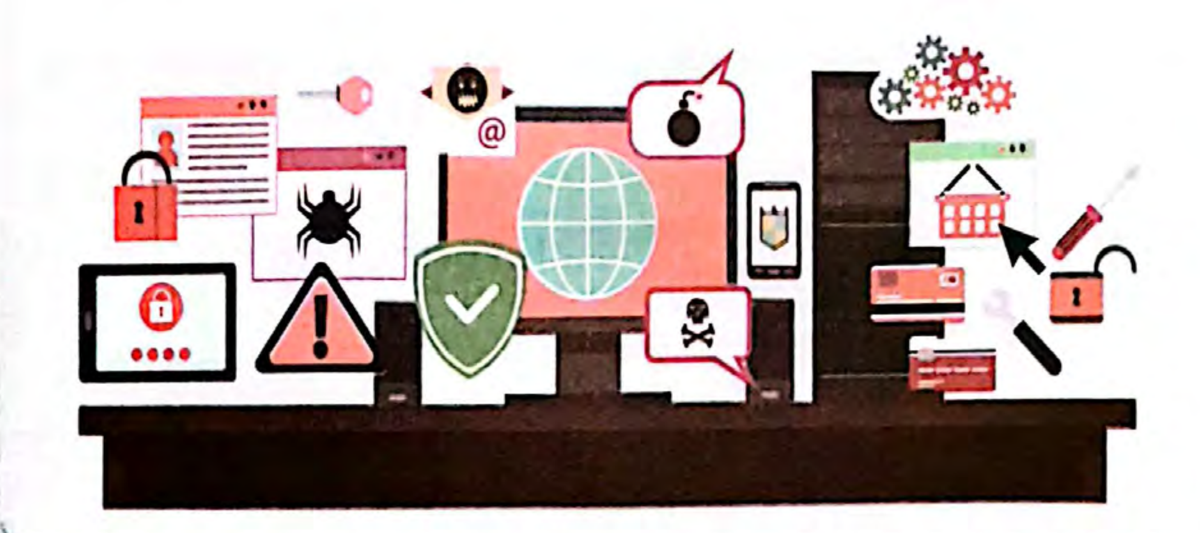
Digital Safety and Security Precautions

Theme Lessons:



The internet is a powerful tool that we can use to find out information from around the world. It can also be used to communicate and spread important messages. However, we must use the internet thoughtfully to keep ourselves and other people safe.

In this theme, you will learn about how to use the internet safely and responsibly, and how to find and check reliable sources of information online. You will develop your own personal digital safety plan and put it into practice.





Lesson 1 Explorer in Action



» The internet can give us access to all kinds of information.

« تمكننا شبكة الإنترنت من الوصول إلى كل أنواع المعلومات.



معلومات توضيحية إضافية خارج الكتاب المدرسي

The internet: It is a global network that connects millions of computers around the world.

The Importance of the Internet

1. It is a powerful tool for communicating with other people.
2. We can type a question into a search engine to find answers quickly and easily.

NOTE:

- It is important to check the information because it may not always be correct.

Explanatory Information

معلومات توضيحية إضافية خارج الكتاب المدرسي

Search engine is a software application that helps people find information online using keywords.

Google is the most popular search engine.

Anika Ullah

Anika Ullah is a biologist.

- Anika Ullah was at a wedding, she tried a dessert made from an unusual nut that she'd never heard of.
- She didn't know anything about these nuts, so she looked them up in an online encyclopaedia.
- She found many uses for the nuts, but she also discovered that eating too many of them can cause cancer.

"أنيقا أولاه" عالمة أحياء، عندما حضرت زفافًا ذات مرة، وتذوقت حلوى صنعت من نوع غريب من الجوز لم تسمع به من قبل، قامت بالبحث عنه في الموسوعة الرقمية، فوجدت له استخدامات متعددة، إلا أنها اكتشفت أن تناوله بكثرةٍ يسبب السرطان.







- Anika Ullah checked her online sources carefully, she found scientific studies and reports written by experts that gave her more useful information.
- When Anika Ullah discovered that these nuts could be dangerous, she decided to talk to local communities about the issue.
- She visited people in the community and also used the internet to communicate with them.
- Ms. Ullah wanted people to use these nuts more safely, so she made films and started online campaigns to help them lead healthier lives.

"أنيقا أولاه" قامت بالتحقق من دقة المصادر على الإنترنت فوجدت دراسات علمية وتقارير رقمية كتبها الخبراء.

عندما اكتشفت "أنيقا أولاه" أن لهذا النوع من الجوز مخاطر كبيرة قررت التحدث إلى المجتمعات المحلية حول تلك القضية.

زارت الناس في مجتمعها واستخدمت الإنترنت أيضًا للتواصل معهم.

أرادت "أنيقا" أن يتعامل الناس بأمان مع هذا الأمر فأعدت مقاطع فيديو وحملات توعية على الإنترنت لمساعدتهم على حياة صحية أكثر.



Exercises on Lesson 1

1 Choose the correct answer:

1. Anika Ullah is a/an ....
   a. biologist b. archaeologist c. teacher

(محافظة الإسكندرية - إدارة شرق)

2. Students can find all kinds of information using the ....
   a. keyboard b. internet c. scanner
3. .... is a software program that is used to search on the internet.
   a. Word b. Excel c. A search engine

(محافظة القاهرة - إدارة الشروق)

4. .... is the most famous search engine all over the world.
   a. Facebook b. Windows c. Google
5. You can type a question into the .... to find answers online.
   a. screen b. search engine
   c. Search box near the Start button
6. You can use .... to search for information online.
   a. results b. Excel c. a search engine

(محافظة الإسكندرية - إدارة وسط) (محافظة الجيزة - إدارة العمرانية)

7. The reports and studies written by experts contain .... information.
   a. wrong b. accurate c. untrusted
8. Anika Ullah searched for unusual nuts in ....
   a. books b. Facebook
   c. an online encyclopaedia
9. You must .... to get trusted information.
   a. check online resources b. check the connection c. use social media sites
10. Anika Ullah found that eating too many of these nuts causes ....
    a. diabetes b. diarrhea c. cancer
11. One of the problems that you may face while using the internet is that ....
    a. you can't get all kinds of information
    b. some information is inaccurate
    c. all information expresses opinions

12 You can find the answer for any question quickly using the ....
a. Search box near the Start button
b. search engine online
c. search engine offline

2 Put (✓) or (✗):

1 The internet is a global network that connects millions of computers offline. ( )
2 All the information that you get from the internet is accurate. ( )
3 The internet can be used to communicate with friends and family. ( )
4 The internet is not important for obtaining information. ( )

(محافظة أسيوط – إدارة أسيوط - نموذج 1) (محافظة الجيزة– إدارة 6 أكتوبر)

5 Anika Ullah discovered that these unusual nuts could be dangerous. ( )
6 Google is the most famous operating system all over the world. ( )
7 The internet helps us find the information we want. ( )

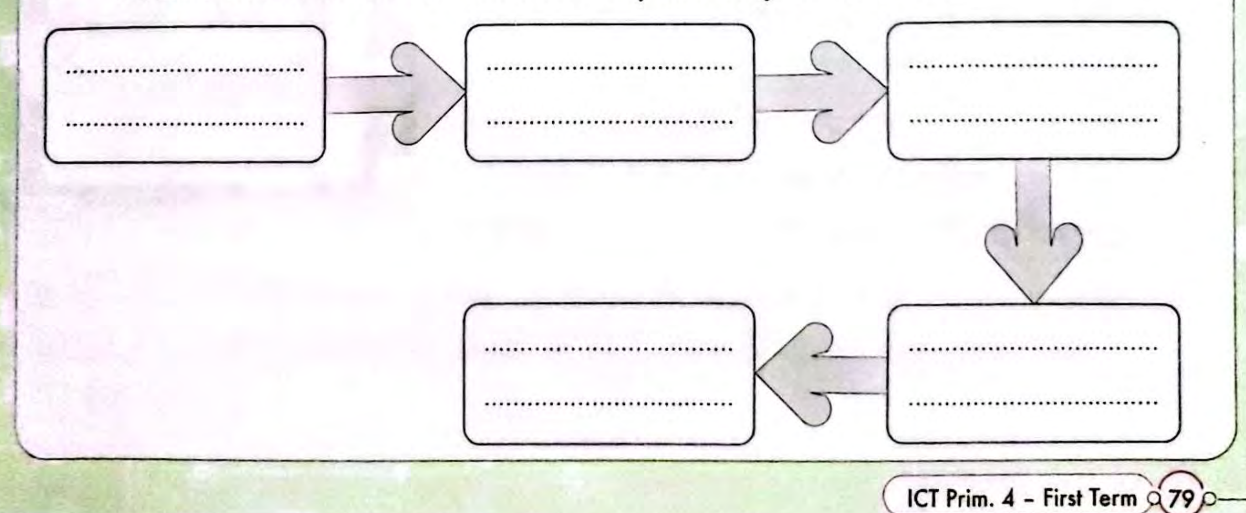
(محافظة الشرقية – إدارة ههيا)

8 Anika Ullah made films and online campaigns to help people lead healthier lives. ( )

3 Read and complete:

Complete this flow chart to show the sequence of activities when you research something online. Write the sentences in the box in the correct places in the flow chart.

- Cross check facts by trying to find them in more than one place.
- Decide what information you want to find out.
- Look carefully at the information that you have found.
- Tell the reader where the information came from.
- Think about the search terms or keywords you will use.



Lesson 2 Online Dangers and How to Be Safe

Online Communication

- There are many ways to communicate online using devices, such as computers, phones, or tablets.
- People may use instant messaging, email, direct messages, and message forums to communicate.



معلومات توضيحية إضافية خارج الكتاب المدرسي

- Instant messaging (IM) allows real-time chat, and it is used for quick conversations. Some IM platforms include WhatsApp, Facebook Messenger, and Skype.
- Direct messages (DMs) are private messages sent through social media platforms such as Twitter, Instagram, and Facebook.
- Email allows sending and receiving messages. It is more formal communication.
- Message forums are online discussion sites where people can post and reply to messages on forums, such as Quora and Reddit.



- Be careful, some people communicate online to be unkind or to steal your personal information.
- Personal information includes your name, address, school name, phone number, date of birth ... etc.

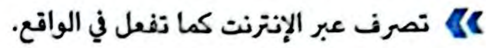
- كن حذرًا من أن بعض الأشخاص يتواصلون عبر الإنترنت لأغراض سيئة، أو لسرقة معلوماتك الشخصية.
- تتضمن المعلومات الشخصية: اسمك، وعنوانك، واسم مدرستك، ورقم هاتفك، وتاريخ ميلادك ... إلخ.

Lesson 2

1 Behaving Online

- Behave online as you would in person.
- Always be kind and honest when communicating with others.
- Be sure you know who you are chatting with.
- If someone is unkind or makes you feel unsafe, you can block that person.
- When you block someone, that person <u>cannot</u> see your posts or contact you.





- تصرف عبر الإنترنت كما تفعل في الواقع.
- كن دائمًا لطيفًا وصادقًا عند التواصل مع الآخرين.
- تأكد من أنك تعرف مَن تدردش معه.
- إذا كان هناك شخص ما غير لطيف، أو يجعلك تشعر بعدم الأمان، فيمكنك حظره.
- عندما تحظر شخصًا ما، فإنه لا يمكن لهذا الشخص رؤية منشوراتك أو الاتصال بك.



2 Unsafe Websites

- Be careful when clicking on links. Don't click on links that you are unsure of.
- If you view an unsafe or inappropriate site, don't panic, leave the site and tell your teacher or a family member who can help you feel safe.



- كن حذرًا عند النقر على أي رابط إلكتروني، ولا تنقر على روابط لست متأكدًا منها.
- إذا شاهدت عن طريق الخطأ مشهدًا غير آمن أو موقعًا إلكترونيًا غير مناسب، فلا داعي للذعر.
- اترك الموقع، وأخبر معلمك، أو أحد أفراد أسرتك الذي يمكنه مساعدتك.

3 Sharing Data Online

- Don't share personal data online without asking your teacher or a family member.
- If you share your personal data online, you may receive spam messages.







- لا تشارك بياناتك الشخصية على شبكة الإنترنت دون استشارة معلمك أو أحد أفراد أسرتك، والحصول على موافقته.
- إذا شاركت بياناتك الشخصية على شبكة الإنترنت فقد تصلك رسائل مزعجة.

- Spam mails include unwanted messages to advertise products or gather more information from you. The messages may also include viruses.
- If an email includes an unfamiliar address, unknown links, or messages in ALL CAPITAL LETTERS, it might be spam.
- الرسائل المزعجة تشمل الرسائل غير المرغوب فيها، والتي تهدف إلى الإعلان عن منتج ما، أو الحصول على معلومات منك.
- ربما تتضمن هذه الرسائل أيضًا فيروسات.
- أي بريد إلكتروني يتضمن عنوانًا غير مألوف، أو روابط إلكترونية غير معروفة، أو نصوصًا مكتوبة بأحرف كبيرة، فإنه ربما يكون مزعجًا.

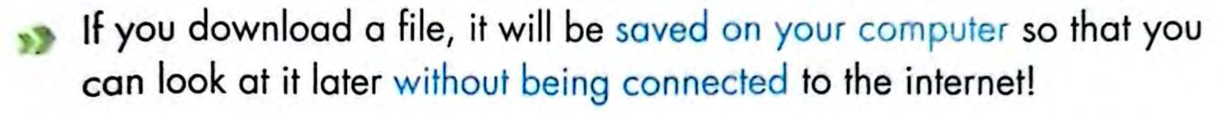
- Check your privacy settings on social media sites. Make sure that only your friends and family can view your information.
- Always think before you post something, especially a photo or video.
  Ask yourself, Am I sure this photo is appropriate? Could this embarrass or hurt me or others? Always think before you post about yourself or other people.



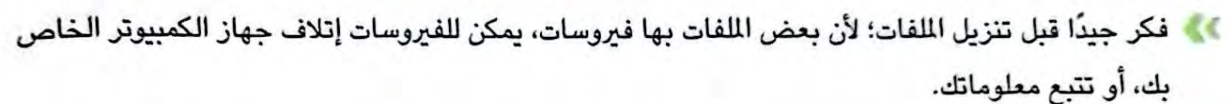
- تحقق من إعدادات الخصوصية الخاصة بك على مواقع التواصل الاجتماعي.
- احرص على أن تكون المعلومات الخاصة بك متاحة لأفراد أسرتك وأصدقائك فقط.
- فكر دائمًا قبل نشر أي شيء، خاصة الصور ومقاطع الفيديو.
- اسأل نفسك: هل تلك الصورة لائقة؟ وهل يجوز نشرها؟ وهل تسبب إحراجًا للآخرين؟
- دائمًا فكر قبل نشر أي شيء عنك أو عن الآخرين

4 Downloading Files

- Think carefully before downloading files. Some files have viruses.
- Viruses can damage your computer or be used to track your information.
- Check the website before you download a file. Is it a trusted site? If you are not sure, you shouldn't download files from it.
- When you are using the internet, you might want to download a file.
- If you download a file, it will be saved on your computer so that you can look at it later without being connected to the internet!



- فكر جيدًا قبل تنزيل الملفات؛ لأن بعض الملفات بها فيروسات، يمكن للفيروسات إتلاف جهاز الكمبيوتر الخاص بك، أو تتبع معلوماتك.
- تحقق من موقع الويب قبل تنزيل الملف: هل الموقع موثوق به؟ إذا لم تكن متأكدًا، فلا يجب عليك تنزيل الملفات منه.



- عند استخدام الإنترنت، قد ترغب في تنزيل ملف، فلو قمت بتنزيل ملف سيتم حفظه على الكمبيوتر، ويمكنك الاطلاع عليه لاحقًا دون أن تكون متصلًا بالإنترنت.



NOTE:

- Learning is power! Use what you learned to stay safe and happy while online.

Test yourself

Complete:

1. Personal information includes ...., ..., ... and ....
2. If someone is unkind or makes you feel unsafe, you can .... that person.
3. .... includes unwanted messages to advertise products or gather more information from you.
4. If an email includes ...., ..., or messages ...., it might be spam.
5. .... can damage your computer or be used to track your information.



Exercises on Lesson 2

1 Choose the correct answer:

1. Online communication requires all the following devices, except ....
   a. computers   b. the TV   c. tablets
2. People may use .... to communicate together.
   a. spam messages   b. instant messages
   c. personal information
3. Your name and address are considered ....
   a. spam   b . blogs   c. personal data

   (محافظة الجيزة – إدارة العمرانية) (محافظة الإسكندرية – إدارة وسط) (محافظة سوهاج – الإدارة التعليمية)
4. If someone makes you feel unsafe, you can .... that person.
   a. advise   b. communicate   c. block
5. When you .... someone, they can't see your posts.
   a. block   b. share   c. add

   (محافظة المنوفية – إدارة السادات التعليمية) (محافظة الدقهلية – إدارة طلخا التعليمية)
6. .... includes unwanted messages to advertise products.
   a. Spam mail   b. A speaker
   c. Personal information   (محافظة القاهرة – إدارة الشروق)
7. If you view an inappropriate site, you should ....
   a. stop using technology
   b. keep the site open   c. leave the site
8. Your friend sent you a file and you want to save it on your device, you should .... the file.
   a. download   b. block   c. scane

   (محافظة كفر الشيخ – إدارة كفر الشيخ) (محافظة أسيوط – إدارة أسيوط - نموذج 1)
9. If an email includes ...., this message might be a spam message.
   a. unfamiliar address   b. all capital letters   c. both of them

10 .... includes your name, address, and your date of birth.

a. Spam message b. Personal information c. Instant message

(محافظة المنوفية – إدارة السادات التعليمية)

11 To install/download a file from the internet, we use ....

a. download b. spam c. Word

(محافظة البحر الأحمر – إدارة الغردقة) (محافظة الإسكندرية – إدارة وسط)

12 Messages calling for unreal advertisements in your email are ....

a. downloaded files b. spam c.personal data

(محافظة البحر الأحمر – إدارة الغردقة) (محافظة أسيوط – إدارة أسيوط - نموذج 1)

13 Saving files from the internet to your computer is called ....

a. shareing b. downloading c. uploading

(محافظة الإسكندرية – إدارة شرق)

14 The message that includes .... may be a spam.

a. familiar address b. known links c. unknown links

15 You can .... from the internet and save them to your device.

a. download files b . block your friend c. delete files

(محافظة الجيزة – إدارة العمرانية)

16 A friend sends you a strange picture that scares you, what should you do?

a. Send the picture to all your friends.

b. Tell a parent.

d. Send the message back with an even scarier picture.

17 You get a message from a stranger on your social media account. The message tell you to download a file to watch a funny video, what should you do?

a. Download the video to watch later.

b. Delete and ignore the message.

c. Write a reply and say you can't wait to watch it.

2 Put (✓) or (✗):

1. One of the dangers of the internet is that others can use your personal data. ( )

(محافظة أسيوط – إدارة أسيوط - نموذج 1)

2. Always be kind and honest when communicating with others. ( )
3. When someone is blocked, he can see your posts. ( )

(محافظة كفر الشيخ – إدارة كفر الشيخ) (محافظة الجيزة – إدارة الدقي التعليمية) (محافظة البحر الأحمر – إدارة الغردقة)

4. It is safe to click on links that you are unsure of. ( )
5. Without the internet, you cannot see a video after downloading it. ( )
6. Don't share your personal data online to avoid viruses or spam messages. ( )
7. It's ethical to get your friend's information without his permission. ( )
8. Spam includes unwanted messages. ( )

(محافظة الجيزة – إدارة العمرانية) (محافظة الإسكندرية – إدارة وسط)

9. Spam messages may include viruses. ( )
10. Downloading an image to your device means placing a copy of it on the internet. ( )

(محافظة البحيرة – إدارة أبو حمص)

11. Block is considered one of the ways to communicate with your friends on the internet. ( )

(محافظة الإسكندرية – إدارة العجمي) (محافظة الشرقية – إدارة ههيا) (محافظة الغربية – إدارة غرب المحلة)

12. If you receive an unknown message in all capital letters, it might be spam. ( )
13. It is important to check your privacy settings on social media sites to protect your personal information. ( )
14. When you block someone, he can't communicate with you. ( )

(محافظة سوهاج – الإدارة التعليمية)

15. Clicking on an unknown link may download viruses to your device. ( )
16. You can download files on your device without an internet service. ( )

(محافظة بني سويف – إدارة بني سويف التعليمية) (محافظة الإسكندرية – إدارة المنتزه 2 – نموذج1)

(محافظة الشرقية – إدارة ههيا)

Lesson 2

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Spam messages	a. allow you to communicate online.
2 Personal information	b. prevents this person from seeing your posts.
3 Instant messages	c. may include unwanted advertisements.
4 Blocking someone	d. may include your address or your name.

1 .... 2 .... 3 .... 4 ....

4 Complete the following sentences with the suitable words between the brackets.

(block - download - instant messages - personal information - spam)

1. An email from an unknown address that includes advertisements is likely to be ....
2. When you .... a file, you save it to your device.
3. If you .... someone, they will no longer be able to contact you or view your account.
4. Think carefully before you share your address or other .... online.
5. You can use .... to communicate with friends.

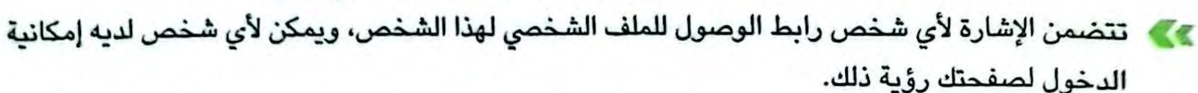
Lesson 3 Using ICT Tools in a Healthy and Ethical Way

Posting Online نشر المعلومات على شبكة الإنترنت



- When you tag someone, you identify that person in a post, photo, or video.
- The tag provides a link to the person's profile.
- Anyone who has access to your account can see it.

- عندما تقوم بالإشارة إلى شخص ما، فإن هذا يعني تحديد هوية الشخص في منشور أو صورة أو مقطع فيديو.



- تتضمن الإشارة لأي شخص رابط الوصول للملف الشخصي لهذا الشخص، ويمكن لأي شخص لديه إمكانية الدخول لصفحتك رؤية ذلك.

- It's important to make sure the person you're tagging agrees with this.
- When you tag your friends on social media, ask for their permission first. It shows that you respect their privacy.
- Before you post something, ask yourself, Is this post kind? Might it be hurtful to others? If you are unsure, don't post it.

- من المهم أن تتأكد من أن الشخص الذي تقوم بالإشارة إليه يوافق على هذا.
- عندما تقوم بالإشارة إلى أصدقائك على وسائل التواصل الاجتماعي، اطلب الإذن منهم أولًا؛ لإن ذلك يظهر أنك تحترم خصوصيتهم.
- قبل أن تنشر شيئًا، اسأل نفسك: هل هذا المنشور مناسب للآخرين؟ إذا كنت غير متأكد، فلا تنشره.

Crediting Others ذكر مصادر المعلومات وأصحابها

- Whether you are looking for information to post online or to include in a PowerPoint presentation, it's important to credit the sources that provided you with the information.
- When you credit a source of information, you let others know where the information you are sharing came from.

- إذا كنت تبحث عن المعلومات لنشرها على شبكة الإنترنت أو لإدراجها في عرض تقديمي تقوم بإعداده بواسطة باوربوينت، فمن المهم أن توثق مصدر المعلومات التي شاركتها، وتذكر أصحابها.
- عندما تذكر مصدر معلومة ما، فإنك تخبر الآخرين بأن هذه المعلومة ملك صاحب المصدر (فرد أو مؤسسة).

Lesson 3

Respecting the Law

- Respect the law when you are posting online or researching topics.
- Don't go on banned sites.
- Ask your teacher or a family member before you go to a new site.

- احترم القانون عندما تكتب منشورًا على الإنترنت أو تبحث عن موضوعات.
- لا تذهب إلى المواقع الالكترونية المحظورة.

Banned Sites
المواقع الإلكترونية المحظورة

May publish inaccurate, immoral, and harmful material.

ربما تنشر مواد غير دقيقة، وغير أخلاقية، ومضرة.

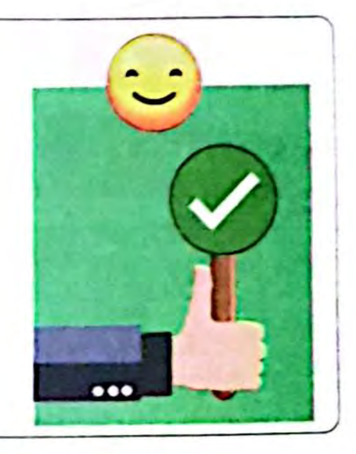


The Positive and Negative Effects of ICT Tools

- ICT tools have become a wonderful part of everyday life.

The positive effects of ICT tools

1. You can read the news with just a click of the mouse.
2. You can communicate with your friends and family anywhere.
3. You can upload and download videos and photos and view them whenever you want.







The negative effects of ICT tools



1. You may come across something online that upsets you.
2. You can get eye strain, headaches, or become lazy from using your devices for too long.
3. Some people may rely on searching on Google™ to answer all their questions – even though it doesn't always give the right answer!

1. ربما تشاهد على شبكة الإنترنت شيئًا يزعجك.
2. ربما تشعر بإجهاد في عينك أو صداع في رأسك أو تصاب بالكسل عند الإفراط في استخدام الأجهزة الإلكترونية.
3. قد يعتمد بعض الناس على موقع جوجل للبحث عن إجابات عن أسئلتهم كلها، على الرغم من أن الموقع لا يعطي دائمًا إجابات صحيحة.





NOTE:

- Remember to use ICT tools wisely and ethically.
- Stay active and social, and be responsible.
- Know when to put your device down.

Test yourself

Complete:

1. Don't go .... because they may publish harmful material.
2. When you .... someone, they can't see your post.
3. ...., ... and .... from the positive effects of ICT tools.
4. If you use ICT tools for too long, you can get .... or .... or become ....

Exercises on Lesson 3

1 Choose the correct answer:

1. When you tag someone, the tag provides a .... to the person's profile.
   a. request   b. link   c. message
   (محافظة المنوفية – إدارة السادات التعليمية- 2023) (محافظة الدقهلية – إدارة طلخا التعليمية- 2023)

2. .... sites may publish inaccurate and harmful material.
   a. Scientific   b. Trusted   c. Banned
   (محافظة الجيزة – إدارة جنوب التعليمية 2023) (محافظة الدقهلية – إدارة منية النصر 2023)

3. You should ask your friends for permission before tagging them in a post to respect their ....
   a. piracy   b. privacy   c. identity

4. One of the ethical behaviors in using ICT tools is to .... a source.
   a. credit   b. ignore   c. edit

5. You can use ICT tools every day, that is a .... effect.
   a. positive   b. low   c. negative
   (محافظة الإسكندرية – إدارة العجمي- 2023)

6. Spending a lot of time using technology makes you feel ....
   a. happy   b. lazy   c. active

7. .... let others know where the information you are sharing came from.
   a. Asking permission   b. Searching   c. Crediting sources

8. One of the positive effects of ICT tools is the ability to ....
   a. get eye strain   b. see something upsets you
   c. download videos or photos
   (محافظة القاهرة – إدارة الشروق- 2023)

9. Spending a lot of time using technology causes ....
   a. eye fatigue   b. permanent activity   c.positive results
   (محافظة الإسكندرية – إدارة وسط - 2023)

Theme 2

10 One of the advantages of ICT tools is that ....

a. data theft
b. they help people with disabilities
c. the overuse of electronic devices

(محافظة البحر الأحمر – إدارة الغردقة - 2023) (محافظة المنوفية – إدارة السادات التعليمية 2023)

11 One of the positive effects of the internet is ....

a. the ability to search for information
b. data theft
c. identity theft

(محافظة المنوفية – إدارة السادات التعليمية 2023)

12 One of the positive effects of ICT tools is that you can get ....

a. headache
b. updated news
c. wrong answers

(محافظة الجيزة – إدارة جنوب التعليمية 2023)

13 Sara went to her friend's birthday party and took a lot of photos. What should she do?

a. Share all photos on Facebook.
b. Tag all her friends in a post.
c. Get permission from her friends to share.

2 Put (✓) or (✗):

1. You should use ICT tools wisely and ethically. ( )
2. When you tag someone in a post, no one can see his account. ( )
3. You can communicate with friends and family anywhere. ( )
4. You must ask permission before posting any information related to your friends. ( )

(محافظة الجيزة – إدارة الدقي التعليمية 2023)

5. It is not important to credit sources that provide you with information when you do a search or report. ( )

(محافظة الإسكندرية – إدارة المنتزه 2 - 2023)

6. You should respect the law while using the internet. ( )

(محافظة الإسكندرية – إدارة العجمي- 2023) (محافظة سوهاج – الإدارة التعليمية- 2023)

7. Before you post something, ask yourself: Is this kind to others? ( )
8. You should publish information about your friends on communication sites without their permission. ( )

(محافظة بورسعيد – إدارة شمال- 2023)

9. You should go on banned sites ( )
10. One of the negative consequences of ICT tools is that you may come across something online that upsets you. ( )

(محافظة الدقهلية – إدارة منية النصر 2023)

11. You must respect the privacy of people and ask them before posting. ( )
12. Using ICT tools for too long time can keep you active and social. ( )
13. Banned sites always provide valuable and accurate information. ( )
14. All answers to any questions on Google™ are correct and accurate. ( )

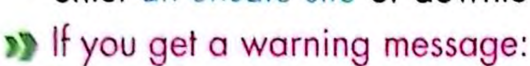
3 Classify these situations into positive or negative effects of ICT tools:

situations	Positive	Negative
1. Adam tags his friend in an old image without his permission.		
2. Lara asks her friend to tag her in a picture before she posts it online.		
3. Sarah shares valuable information without crediting the source.		
4. Ahmed works on his computer all day without taking any rest.		
5. Maged presents information via PowerPoint, along with its sources.		
6. Lina asks her teacher first before she goes on a new website.		

Lesson 4 How to Search Online

1 Searching Safely

- Be sure to take advantage of the safety features of the browsers you choose to do searches on.
- Choose browsers that warn users before they enter an unsafe site or download a harmful app.



- If you get a warning message:

1. Show the message to your teacher or a family member.
2. Don't proceed to the site or with the download.

- احرص على الاستفادة من ميزات الأمان للمتصفحات التي تختار البحث عليها.
- اختر المتصفحات التي ترسل تنبيهات للمستخدمين عند محاولة الدخول لموقع إلكتروني غير آمن أو تنزيل برنامج ضار.

إذا تلقيت رسالة تحذير:

1. اعرض هذه الرسالة على أحد أفراد أسرتك أو معلمك.
2. لا تتابع عملية الدخول إلى الموقع أو عملية التنزيل.

- Some popular browsers have search engines set up just for children:
- They show results that are age-appropriate.
- They may include a parental control app.
- They may also include helpful safety tips for children.



- تتميز بعض المتصفحات الشائعة بمحركات بحث مخصصة للأطفال:

1. أنها تعرض الفئة المناسبة لعمرهم.
2. ربما تتضمن بعض المتصفحات تطبيقًا يتيح للوالدين مراقبة أطفالهما.
3. ربما تتضمن بعض المتصفحات نصائح مفيدة مرتبطة بأمان الأطفال.

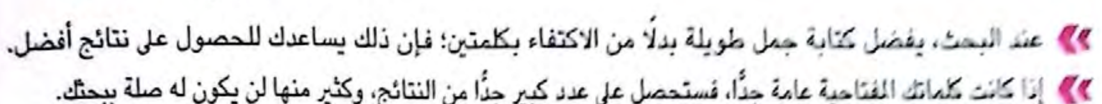
- A particular website might not be dangerous, but it might contain material you shouldn't view (inappropriate material).
- Choose child-friendly websites that include filters that help you avoid clicking on inappropriate videos.

- ربما لا يكون موقع معين خطرًا، ولكنه قد يحتوي على مواد غير لائقة، يجب عليك عدم مشاهدتها.
- اختر مواقع الويب الملائمة للأطفال، والتي تتضمن فلاتر تساعدك على تجنب النقر فوق مقاطع الفيديو غير اللائقة.

2 Searching Smartly البحث بطريقة ذكية



- Type longer phrases, not just a couple of words. This will help you get better results.
- If your keywords are too general, you will get too many results. Many of the results will not be relevant to your search.



- عند البحث، يفضل كتابة جمل طويلة بدلًا من الاكتفاء بكلمتين؛ فإن ذلك يساعدك للحصول على نتائج أفضل.
- إذا كانت كلماتك المفتاحية عامة جدًا، فستحصل على عدد كبير جدًا من النتائج، وكثير منها لن يكون له صلة ببحثك.

Explanatory Information



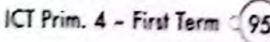
معلومات توضيحية إضافية خارج الكتاب المدرسي

- If you are looking for a specific piece of information, it is better to type longer phrases that include more details about what you're looking for. This will help to narrow down the search results and make it easier to find what you are looking for.
- On the other hand, if you are looking for more general information or don't know what you are searching for, it is better to type just a couple of words. This will return more results, but it will also make it more difficult to find what you are looking for.

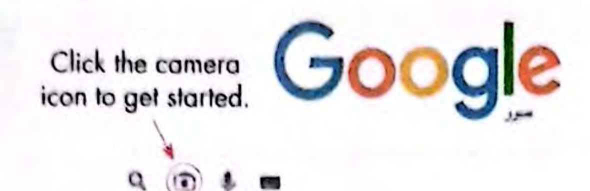
Examples:

- There is an animal called a jaguar. There is also a car brand called Jaguar.
- If you type in 'jaguar', you may get advertisements for a car! To avoid this, type 'jaguar animal'.
- If you were interested in where jaguars live, you could type 'jaguar animal habitat'.





- If you are searching for information on an image,
- Use images instead of words in your search.
- Use the camera button and add your image.
- Your teacher can help you.



- إذا كنت تبحث عن معلومات عن صورة، فاستخدم الصور بدلًا من الكلمات في بحثك، واستخدم زر الكاميرا وأضف صورتك.
- يمكن لمدرسك مساعدتك.



Useful tips for finding information smartly:

Many search engines ignore some words like ("the" "and" "how" "where", and "or"). Sometimes, you need these words to be included in your search.

1. To include a word in search results, add the "+" sign before the word.
2. To ignore / avoid a word in search results, add the "-" sign before the word.
3. To search for a particular phrase, put the phrase inside quotation marks " " . This will help narrow your search to the exact wording.

Test yourself

Complete:

1. You Can use .... to Search for Information Online.
2. Child-friendly websites include .... to avoid inappropriate videos.
3. The + sign tells the search engine to .... the word in the results.
4. You can search by .... to find information about an image.

Exercises on Lesson 4

1 Choose the correct answer:

1. You can use .... to search for information online.
   a. results b. Excel c. a search engine

(محافظة الإسكندرية – إدارة وسط - 2023)

2. You should choose browsers that .... you before entering unsafe sites.
   a. block b. warn c. search

3. If you get a warning message when surfing the internet, ... to the site.
   a. proceed b. do not proceed c. go

4. You can search using a/an ...., if you are searching for information on an image.
   a. video b. image c. link

5. Child-friendly websites may include .... to avoid seeing inappropriate videos.
   a. antivirus b. personal data c. filters

6. When searching for a specific sentence, we put this sentence between the .... sign.
   a. + b. – c. " "

(محافظة سوهاج – الإدارة التعليمية- 2023)

7. Search engines set up for children show .... results.
   a. age-appropriate b. random c. adult

8. The keyword typed in when searching about jaguar animals is ....
   a. "animals" b. "jaguar" c. "jaguar animal"

9. The "+" sign before a word tells the search engine to .... that word in the search results.
   a. avoid b. include c. ignore

(محافظة الإسكندرية – إدارة شرق - 2023)

10 To search for summer fruits avoiding peach, type .... in the search engine.
a. summer fruit + peaches b. summer fruit with peaches
c. summer fruit - peaches

11 Use the .... button in search engine to search using an image.
a. camera b. microphone c. mouse

12 If your search keywords are too general, many of the results will be ....
a. relevant b. not relevant c. complicated

13 To get specific search results, you have to add the .... sign to the search sentence.
a. = b. – c. quotation marks

14 Downloading .... applications from the internet is a problem that may face you during searching the internet.
a. useful b. safe c. harmful

15 Parents can help their children use search engines safely using .... apps.
a. download b. parental control c. games

16 If you are interested to know where jaguars live, type .... in the search engine.
a. jaguar + animal + habitat
b. jaguar + habitat + car c. jaguar – habitat

2 Put (✓) or (✗):

1 You can use images instead of words in your search engine. ( )
(محافظة كفر الشيخ – إدارة كفر الشيخ - 2023)

2 Child-friendly websites include filters to avoid inappropriate videos. ( )

3 To ensure that your search includes certain words, use the symbol(–). ( )
(محافظة بورسعيد – إدارة شمال- 2023) (محافظة الغربية – إدارة غرب المحلة - 2023)

4 Browsers with search engines set up just for children show age inappropriate results. ( )

5 The quotation mark " " is used to summarize the search results that you want. ( )
(محافظة الجيزة – إدارة الشيخ زايد التعليمية – 2023)

6 Writing one word is enough to get the best results while searching. (   )

7 The (+) sign is used to get unwanted results in the search process on the Internet. (   )

(محافظة بني سويف – إدارة بني سويف التعليمية- 2023)

8 If your keywords are too general, you will get accurate information. (   )

9 Choosing search words that are precise helps us get the required search results. (   )

(محافظة الدقهلية – إدارة طلخا التعليمية- 2023)

10 You should proceed to the site if you receive a warning message from the browser. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Results	a. if you would like the search engine to avoid this word.
2 Browser	b. an application that helps to access information online.
3 Search engine	c. if you are searching for a particular phrase.
4 Add the + sign before a word	d. if you need these words to be included in your search.
5 Add the – sign before a word	e. is an application used to search on the internet.
6 Put the statement inside " "	f. a list of results that are displayed based on a specific search

1 .... 2 .... 3 ....

4 .... 5 .... 6 ....

Lesson 5 How to Check Whether Information Online Is True

» There are countless online sources that provide valuable information. However, not all online sources are reliable.

Unreliable Online Sources

» They could include some credible information, but they could also include opinions, errors, or even lies.

» Social media apps, Wiki sources, and blogs are unreliable sources for the same reasons.



« المصادر غير الموثوقة على الإنترنت ربما تتضمن بعض المعلومات الموثوقة، ولكنها قد تتضمن أيضًا آراء أو أخطاء أو حتى أكاذيب.

« تطبيقات وسائل التواصل الاجتماعي ومصادر ويكي والمدونات مصادر غير موثوقة لنفس الأسباب.

Confirming Reliable Sources



When reviewing online sources,

1. Check to make sure the date of publication is current.
2. Check the authors. Who are they? Are they experts in their field?
3. Ask your teacher or a family member to help you check.

A Reliable Source

1. It will be well-written, with almost no mistakes.
2. The design of the page will look professional.

- للتأكد من المصادر الموثوقة:
  1. تحقق من تاريخ النشر الحالي.
  2. تحقق من المؤلفين: من هم؟ وهل هم خبراء في مجالهم؟
  3. اطلب من معلمك أو أحد أفراد أسرتك مساعدتك في التحقق.
- **المصادر الموثوقة** ستكون مكتوبة بشكل جيد، مع عدم وجود أخطاء تقريبًا، وسيبدو تصميم الصفحة احترافيًا.

The Websites' Credibility

Websites ending with	They are run by	Credibility	Example
.com	Businesses commercial sites	Credible	Amazon.com
.gov	Government agencies	Particularly credible	NASA.gov
.org	Non-profit organizations or foundations	Particularly credible	57357.org myf-egypt.org
.edu	Colleges, and universities	Particularly credible	harvard.edu



معلومات توضيحية إضافية خارج الكتاب المدرسي

- It's important to note that while the domain extension can provide some indication of a website's credibility, it's not the only factor to consider. It's always important to evaluate the credibility of any source you use to ensure that the information you're getting is accurate and trustworthy.
- **For example,** some .com websites may be biased to promote their own products. Also, Wikipedia's website ends with .org, and it is considered an unreliable source.

The Egyptian Knowledge Bank(EKB)



- The Egyptian government is doing its best to protect its citizens from unreliable online sources.
- In January 2016, the Egyptian Knowledge Bank (EKB) offered free access to their library to Egyptian citizens.
- The library contains materials on various subjects.
- All information has been verified as accurate.
- You can feel confident that the information provided by the EKB is reliable.

- تبذل الحكومة المصرية جهودًا هائلة لحماية مواطنيها من المصادر الإلكترونية غير الموثوقة.
- في يناير ٢٠١٦م، منح بنك المعرفة المصري المواطنين المصريين إمكانية الدخول إلى مكتبته مجانًا.
- تحتوي هذه المكتبة على العديد من المواد في موضوعات مختلفة وقد تم التحقق من دقة تلك المعلومات ومصداقيتها.

NOTES:

1. Researching online can be a lot of fun, but it can also be challenging.
2. Use what you learned here to help you determine if an online source is credible.

Test yourself

Complete:

1. Unreliable sources may include ...., ..., or even ....
2. The Egyptian Knowledge Bank (EKB) give .... access to Egyptian citizens.
3. .... sources are well-written, with almost no mistakes.
4. Websites end with .... are businesses commercial sites.
5. You can search by .... to find information about an image.

Exercises on Lesson 5

1 Choose the correct answer:

1. .... sources are written and verified by experts.
   a. Reliable b. Unreliable c. Questionable
2. .... sources include opinions, errors, or even lies.
   a. Reliable b. Unreliable c. Questionable
3. The .... is/are considered one of the most reliable sources on the internet.
   a. digital Blogs b. published articles
   c. Egyptian Knowledge Bank (محافظة الجيزة – إدارة 6 أكتوبر - 2023)
4. It is considered one of the unreliable digital sources.
   a. Wiki b. government Websites c. EKB
   (محافظة الإسكندرية – إدارة وسط - 2023)
5. The most popular social media site is ....
   a. email b. Google c. Facebook
   (محافظة سوهاج – الإدارة التعليمية- 2023) (محافظة الجيزة – إدارة العمرانية- 2023)
   (محافظة الإسكندرية – إدارة وسط - 2023)
6. The websites that are run by businesses trying to sell you something are ....
   a. (.org) b. (.edu) c. (.com)
   (محافظة الإسكندرية – إدارة شرق- 2023)
7. Social media sites are considered .... sources for getting information.
   a. reliable b. unreliable c. questionable
8. The Egyptian Knowledge Bank (EKB) is one of the ....
   a. banned sites b. reliable online sources
   c. chatting program (محافظة القاهرة – إدارة الشروق- 2023)

9. The .... is a reliable online source.
   a. Wiki   b. blog   c. EKB

(محافظة الإسكندرية – إدارة شرق- 2023)

10. .... allow(s) Egyptians to enter for free.
   a. The Egyptian Knowledge Bank   b. Blogs
   c. Social media sites

11. To apply to a university, you must use the website domain ....
   a. (.net)   b. (.org)   c. (.edu)

(محافظة الإسكندرية – إدارة وسط - 2023)

12. The .... is the online library that includes accurate information.
   a. EKB   b. wiki   c. blog

13. Reliable sources are characterized by all the following, <u>except</u> ....
   a. being free of mistakes
   b. being written by experts
   c. including opinions

2 Put (✓) or (✗):

1. You can enter the Egyptian Knowledge Bank (EKB) library for free. (   )

(محافظة الإسكندرية – إدارة المنتزه2 - 2023)

2. Social media sites may include opinions and mistakes. (   )
3. Websites that include links (.edu) and (.gov) domains enjoy credibility. (   )

(محافظة بورسعيد – إدارة شمال- 2023)

4. The Egyptian Knowledge Bank website is an untrusted source of information. (   )
5. All information on social media is reliable. (   )

(محافظة سوهاج – الإدارة التعليمية- 2023) (محافظة الجيزة – إدارة العمرانية- 2023)

6. Social media is the best way to get accurate information. (   )

(محافظة المنوفية – إدارة السادات التعليمية- 2023)

7. The information that is written by experts always includes errors. (   )
8. The websites whose links (.edu) have high credibility. (   )

(محافظة السويس – الإدارة التعليمية - 2023) (محافظة بني سويف – إدارة بني سويف التعليمية - 2023)

9. Make sure the date of publication for online sources is current. (   )
10. The Egyptian Knowledge Bank is one of the most trusted digital sources. (   )

(محافظة الدقهلية – إدارة طلخا - 2023) (محافظة الجيزة – إدارة العمرانية - 2023)

11. The websites whose links (.org) have high credibility. (   )

(محافظة الشرقية – إدارة ههيا - 2023)

12. Unreliable sources are well-written, with almost no mistakes. (   )

3 Match the website domains to the types of groups that run them:

Column (A)	Column (B)
Website domain	They are run by
1 .gov.eg	a. Egyptian organizations.
2 .org.eg	b. commercial sites.
3 .edu.eg	c. governmental sites.
4 .com	d. educational sites.

1 ………… 2 ………… 3 ………… 4 …………

4 Classify the following words:

(Facebook - EKB - Blogs - Wikis)

Reliable Sources	Unreliable Sources
…………………………………………	…………………………………………

Lesson 6 Who Can Help You With Online Problems

Online Bullying and How to Avoid It

Bullying اللتمر — It is repeated unkind behavior towards someone.
هو تصرف أحد الأشخاص بطريقة سيئة بشكل متكرر تجاه شخص آخر.

- Online bullying can include hurtful posts, messages, or texts.
- Our devices are always with us, so it can be hard to escape this kind of bullying. This may make you feel trapped.

How to avoid online bullying:

1. Make sure not to contact anyone you don't know.
2. Ask your teacher or a family member for help in any situation that may be dangerous to you.

- يمكن للتنمر الإلكتروني أن يتضمن منشورات بذيئة أو رسائل سيئة أو نصوصًا مؤذية.
- من الصعب الهروب من هذا النوع من التنمر الذي قد يشعرك أنك محاصر لأن أجهزتنا دائمًا معنا.
- لكي تتجنب التنمر الالكتروني:

١ - احرص دائمًا على عدم التواصل مع أشخاص مجهولين بالنسبة لك.

٢ - أخبر معلمك أو أحد أفراد العائلة لمساعدتك في أي موقف خطر قد تتعرض له.

Online Identity Theft

Your identity, or a family member's identity, may get stolen online. When this happens, it means that:

1. Someone uses your personal information.
2. They may have access to your social media accounts.
3. They could see your address, email, or phone number.



قد يتم سرقة هويتك أو هوية أحد أفراد أسرتك عبر الإنترنت، فعندما يحدث هذا، فهذا يعني أن:

١- يصبح بإمكان السارق استعمال معلوماتك الشخصية.

٢- يمكنه أيضًا استعمال حساباتك على مواقع التواصل الاجتماعي.

٣- يمكنه أيضًا الوصول لعنوانك أو بريدك الإلكتروني أو رقم تليفونك.



What can you do about online problems?



You don't have to solve online problems on your own. So,

1. Be sure to talk to your teacher or a family member about that.
2. Sometimes, your teacher or family member may feel that people in authority should get involved. This can include the police or the General Department for Combating Internet Crimes in Egypt.

ما الذي يمكنك فعله حيال المشكلات عبر الإنترنت؟ لست مضطرًا إلى حل المشكلات عبر الإنترنت بمفردك:

١- تأكد من التحدث إلى معلمك أو أحد أفراد أسرتك حول ذلك.

٢- في بعض الأحيان، قد يشعر معلمك أو أحد أفراد أسرتك بضرورة إشراك السلطات المختصة مثل الشرطة أو الإدارة العامة لمكافحة جرائم الإنترنت في مصر.

Remember

Online problems are common. They can be scary and make you feel helpless. However, you can always get help. No matter how embarrassed or scared you may feel, tell a person you trust. Trusted adults in your life want to help you. And your local police department and the Egyptian government are dedicated to protecting you, too!

تذكر أن مشاكل الإنترنت شائعة، ويمكن أن تكون مخيفة وتجعلك تشعر بالعجز، ومع ذلك يمكنك دائمًا الحصول على المساعدة بغض النظر عن مدى شعورك بالحرج أو الخوف، فالأشخاص الموثوق بهم يريدون مساعدتك، والشرطة والحكومة المصرية ملتزمة كذلك بحمايتك.





1 Choose the correct answer:

1. .... is repeated unkind behavior towards someone.
   a. Hacking   b. Identity theft   c. Bullying

(محافظة القاهرة - إدارة الشروق- 2023) (محافظة البحر الأحمر-إدارة الغردقة- 2023)

2. Your friend sent you a friend request on a social media site, you must ....
   a. close the device   b. delete the friend request   c. check his identity

(محافظة الإسكندرية – إدارة المنتزه2 - 2023) (محافظة الشرقية – إدارة ههيا - 2023)

3. One person behaves badly towards another on a repeated basis, which is called ....
   a. bullying   b. identity theft   c. downloading files

(محافظة بورسعيد – إدارة شمال- 2023)

4. If you found your profile picture on another account on Facebook, this is called ....
   a. online bullying   b. identity theft   c. unreliable source

5. If you are bullied on a social networking site, you should ....
   a. tell your parents   b. bully him   c. both of them

(محافظة الجيزة – إدارة الشيخ زايد التعليمية – 2023)

6. The person who bullies others is ....
   a. kind   b. unkind   c. polite

7. .... is someone impersonating your personal information on social media.
   a. Identity theft   b. Download   c. Antivirus programs

(محافظة الجيزة – إدارة الشيخ زايد التعليمية – 2023)

8. If you see a post from an unknown person bullying you, what do you do?
   a. I will share this post.   b. I will block him.   c. I will bully him.

9. You shouldn't communicate with .... on social media sites.

a. your school friend b. a friend of you

c. an unknown person wants to share your information

(محافظة بني سويف – إدارة بني سويف التعليمية 2023)

10 You accidentally end up on a website that includes bad language and scary images. What do you do?

a. Forward it to a friend and ask if this is something you should show your teacher or a family member.

b. Look for contact information on the site so you can send a complaint.

c. Leave the site immediately. Ask your teacher or a family member to help.

d. Leave the site immediately, and never go online again.

2 Put (✓) or (✗):

1. Avoiding the internet is the best solution to avoid online problems. ( )
2. Online bullying includes bad posts or bad messages ( )

(محافظة الإسكندرية – إدارة المنتزه 2 - 2023)

3. Make sure not to contact anyone you don't know. ( )
4. Communication with an unknown person may expose you to bullying. ( )

(محافظة الدقهلية – إدارة طلخا التعليمية 2023)

5. Communicating with strangers can help you avoid online problems. ( )
6. Bullying is repeated unkind behavior towards someone. ( )

(محافظة الدقهلية – إدارة منية النصر 2023)

7. Online problems are common, and you can always get help. ( )
8. Online bullying causes a person to lose confidence and feel trapped. ( )
9. There are unknown people on social media who want to communicate for the purpose of data theft. ( )

Lesson 7

My Personal Digital Safety Plan

Creating Strong Passwords



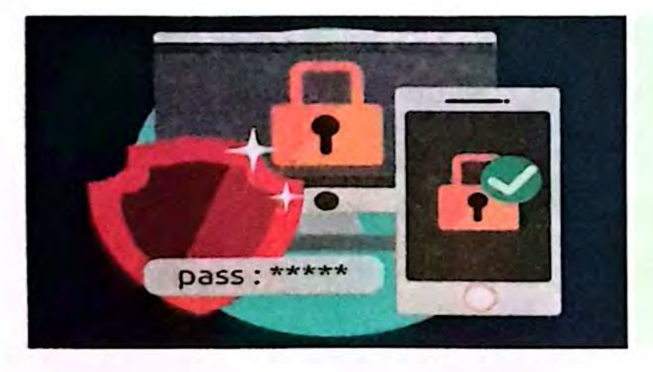
- It is important to have strong passwords.
- If your passwords are easy to guess, hackers can get into your computer or accounts, and this is called hacking.

- من المهم أن تمتلك كلمة مرور قوية.
- فإذا كانت كلمة المرور الخاصة بك سهلة التوقع فقد يتمكن "الهاكرز" من الدخول إلى حسابك، وهذا ما يعرف بالقرصنة أو الاختراق.

How to Create a Strong Password

1. Don't use the same password for all your accounts. **Why?**
   - If someone gets your password, they will be able to access your other accounts too.
2. Your password shouldn't include your name or other personal details.
3. A strong password should be at least eight characters long.
4. A strong password will include letters, numbers, and special characters.

1. لا تستخدم كلمة مرور واحدة للدخول لجميع حساباتك، فإذا تمكن أحد الأشخاص من معرفة كلمة المرور فسيتمكن من الدخول لجميع حساباتك.
2. يجب ألا تتضمن كلمة المرور اسمك أو أي معلومات شخصية أخرى.
3. يجب أن تتكون كلمة المرور من ثمانية حروف على الأقل.
4. إذا أردت كلمة مرور قوية فيجب أن تتضمن حروفًا وأرقامًا ورموزًا خاصة.





Lesson 7

NOTES:

- It is tough to remember a lot of passwords.
- Use a password manager or keep a list of your passwords in a safe place that only you and your teacher or a family member have access to.

من الصعب تذكر الكثير من كلمات المرور؛ لذلك استخدم نظام إدارة كلمات المرور، أو قم بإعداد قائمة بهذه الكلمات، واحتفظ بها في مكان آمن؛ حتى يمكنك أنت أو معلمك أو أحد أفراد عائلتك الوصول إليها.

Choosing Antivirus Software

- A computer virus can cause big problems, such as:

1. Sending an email to everyone on your computer
2. Deleting your files
   - You should always protect your devices with antivirus software that is easy to use.



- A good antivirus software can do the following:



1. It catches viruses before they affect your device.
2. It can also remove viruses that have already affected your device.
3. It can fix damaged files.

- يمكن للفيروسات التي تصيب جهاز الكمبيوتر أن تؤدي إلى مشاكل خطيرة مثل إرسال رسائل إلكترونية دون علمك إلى عناوين الأشخاص على جهازك أو حذف ملفاتك.
- يجب عليك دائمًا حماية أجهزتك باستخدام برنامج مضاد للفيروسات سهل الاستخدام.
- تقوم برامج مكافحة الفيروسات باصطياد الفيروسات قبل أن تصيب جهازك، كما تقوم بالقضاء على الفيروسات التي أصابت جهازك و إصلاح الملفات المتضررة على جهازك.



Be careful while using the internet

- You should be aware of the importance of staying safe while using the internet.



How Can You Be Safer Online?

- Use different passwords for:
  1. Your accounts on social media platforms (like Facebook) and email sites.
  2. Your digital devices (computer, laptop, tablet, or mobile phone).
- Make sure you choose strong passwords that nobody can guess.
- Install antivirus software on those devices.
- There are websites that offer security services for your accounts. They do this by giving you instructions to follow for creating passwords for your personal accounts.

- يجب أن تدرك أهمية البقاء بأمان أثناء استخدام الإنترنت.
- يمكنك أن تكون أكثر أمانًا باستخدام كلمات مرور مختلفة لحساباتك على مواقع الويب المختلفة بما في ذلك منصات الوسائط الاجتماعية مثل Facebook ومواقع البريد الإلكتروني.
- تحتاج أيضًا إلى كلمات مرور مختلفة لأجهزتك الرقمية (كمبيوتر، كمبيوتر محمول، كمبيوتر لوحي، هاتف محمول)
- تأكد من اختيار كلمات مرور قوية لا يستطيع أحد تخمينها.
- قم بتثبيت برامج مكافحة الفيروسات على تلك الأجهزة.
- هناك مواقع ويب تقدم خدمات أمان لحساباتك، وذلك من خلال إعطائك تعليمات لاتباعها لإنشاء كلمات مرور لحساباتك الشخصية.

Test yourself

Complete:

1. If your passwords are easy to guess, ... can get into your computer.
2. Strong password should be at least .... characters long.
3. You should protect your PC from viruses using .... software.

Exercises on Lesson 7

1 Choose the correct answer:

1. Using easy passwords could expose you to ....

   a. hacking b. bullying c. viruses

   (محافظة الجيزة – إدارة جنوب التعليمية 2023)

2. It is better to choose .... passwords for your accounts on the sites.

   a. identical b. different c. similar

   (محافظة الإسكندرية – إدارة المنتزه2 - 2023)

3. A strong password must include at least .... characters.

   a. six b. eight c. ten

4. The .... software protects your devices from the risks that may harm it.

   a. Word b. PowerPoint c. antivirus

   (محافظة كفر الشيخ – إدارة كفر الشيخ 2023) (محافظة بني سويف – إدارة بني سويف التعليمية 2023)

5. .... is a harmful small program infects your computer and causes data corruption.

   a. Antivirus software b. Virus c. Hacking

   (محافظة الإسكندرية – إدارة المنتزه2 - 2023)

6. If your passwords are easy to guess, ... can get into your accounts.

   a. viruses b. antivirus c. hackers

7. One of the strongest passwords is ....

   a. Mostafa b. Ahmed@3# c. 12345678

   (محافظة الجيزة – إدارة الشيخ زايد التعليمية – 2023) (محافظة الغربية – إدارة غرب المحلة - 2023)

8. Unknown person accessing your accounts on the internet, it is called ....

   a. bullying b. penetration c. download files

   (محافظة الغربية – إدارة غرب المحلة - 2023)

9 You should have .... to protect your computer and it can fix damaged files.

a. Word program B. Facebook c. antivirus software

(محافظة القاهرة – إدارة الشروق- 2023)

10 Your password shouldn't include ....

a. numbers b. personal details c.letters

(محافظة الإسكندرية – إدارة شرق- 2023)

11 One of the ways to be safe when using the internet is using .... passwords.

a. short b. same c. different

12 The software that removes viruses is named ....

a. antivirus b. videos c.presentation

(محافظة الإسكندرية – إدارة شرق- 2023)

13 Antivirus applications .... viruses before they affect your device.

a. remove b. catch c. delete

14 It is necessary that your password contain letters and ....

a. numbers and special symbols
b. your name and address
c. personal information

(محافظة الشرقية – إدارة ههيا - 2023) (محافظة الجيزة – إدارة العمرانية- 2023)

15 To remember your password easily, you have to ....

a. use the same password for all your accounts
b. use easy and short passwords
c. keep a list of your passwords in a safe place

2 Put (✓) or (✗):

1 A hacker is someone who bullies you on social media sites. (   )

2 You must use antivirus software to protect your PC while surfing the internet. (   )

3 Make sure you choose strong passwords that nobody can guess. (   )

(محافظة كفر الشيخ – إدارة كفر الشيخ 2023)

4. Using a strong password makes you safer online. (   )
5. A strong password should be at least eight characters. (   )

(محافظة المنوفية – إدارة السادات التعليمية 2023)

6. It is better to use the same password for all your accounts to remember it easily. (   )
7. A computer virus can send an email to everyone or delete files. (   )

(محافظة الدقهلية – إدارة منية النصر 2023)

8. Antivirus program can fix damaged files. (   )
9. A strong password should have at least eight capital letters. (   )
10. Good antivirus programs are used to protect your device from risks that may harm your device. (   )

3 Why are the following passwords unsafe to use?

Weak Password	Reason
1 Ahmed01288833775	....
2 ad#@54t	....
3 abcdefgh	....
4 9-11-2000	....

4 Are these passwords secure? Suggest ways they can be made more secure:

1 Abdelaziz456	2 dQvlvtM	3 abcl123	4 Password*I
....	....	....	....

Lesson 7

Lesson 8 Practicing What You Learned

- Researchers and scientists prepare digital reports about the subject of their studies using various programs like PowerPoint or video.
- They sometimes make documentaries and post them on their personal blogs or publish them online to spread their findings and benefit people as best they can.
- In order to make a digital report, you need to do a lot of research first, and then you can present your research in a way that suits you.

- يعد الباحثون والعلماء تقارير رقمية حول مواضيع دراستهم باستخدام برامج متعددة مثل "باوربوينت" أو بإعداد الفيديوهات، كما يصنعون أحيانًا الأفلام الوثائقية وينشرونها على مدوناتهم الشخصية أو ينشرونها عبر الإنترنت لنشر نتائجهم وإفادة الناس قدر الإمكان.
- لكي تقوم بإعداد تقرير رقمي، عليك إجراء الكثير من البحث أولًا، بعد ذلك يمكنك عرض بحثك بالطريقة التي تناسبك.

1 PowerPoint Presentations

- PowerPoint is a Microsoft program that creates a slideshow (presentation) of the material you want to present.
- PowerPoint is a fun way to present your ideas to others.
- You can make text look interesting using WordArt.
- You can also make your presentation appear like a book. In your book, you can include text and pictures about your topic.
- You can also include fun sound effects.

- برنامج "باوربوينت": هو برنامج من شركة مايكروسوفت يساعدنا في تصميم العروض التقديمية.
- ويُعد طريقة ممتعة لتقديم أفكارك للآخرين.
- يمكنك جعل النص يبدو ممتعًا باستخدام تأثيرات النص.
- يمكنك أيضًا جعل عرضك التقديمي يبدو مثل الكتاب، ويمكنك تضمينه نصوصًا وصورًا حول موضوعك.
- يمكنك أيضا تضمين مؤثرات صوتية ممتعة.



2 Videos

- You can make your own video to present your research.
- You don't need film sets or expensive cameras to make a video.
- You can make one on a laptop, tablet, or cell phone.
- You can record yourself presenting your ideas.
- You can interview others and include them in your video too.
- You can also add more details and fun effects with different sounds and images.





NOTES:

- There is special video software you can download to help you.
- Remember to check and make sure an application is safe before you download it.

- يمكنك عمل فيديو خاص بك لتقديم بحثك.
- لست بحاجة إلى أستوديوهات أفلام أو كاميرات باهظة الثمن لعمل فيديو.
- يمكنك عمل فيديو على جهاز كمبيوتر محمول أو جهاز لوحي أو هاتف محمول.
- يمكنك تسجيل نفسك وأنت تقدم أفكارك.
- يمكنك إجراء مقابلات مع الآخرين وتضمينهم في الفيديو الخاص بك أيضًا.
- يمكنك أيضًا إضافة المزيد من التفاصيل والتأثيرات الممتعة بأصوات وصور مختلفة.

ملحوظة:
- يوجد برامج فيديو يمكنك تنزيلها لمساعدتك.
- تذكر التحقق والتأكد من أن التطبيق آمن قبل تنزيله.

3 Posters

- If you don't have access to a device, you can still present your ideas effectively.
- One fun, effective way to present your research is by creating a poster.

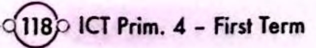
How to design a poster

- Choose fun colors when writing information.
- Include art, like drawings, photos, or cutouts.
- Always make sure that the text is large enough for others to read from a distance.
- Always present your ideas clearly.
- Also, always remember to credit your sources.

استخدم ألوانًا زاهية لكتابة المعلومات، وقم بتضمين رسومات و صور، احرص دائمًا على الكتابة بخط كبير ليتمكن الآخرون من قراءة المعلومات من بعيد، واحرص دائمًا على تقديم أفكارك بوضوح، وذكر مصدر معلوماتك.







Exercises on Lesson 8

1 Choose the correct answer:

1. .... is a Microsoft program that enables you to design a presentation.
   a. MS Word b. MS Excel c. PowerPoint
2. Researchers can include their interviews with others in their ....
   a. posters b. videos c. presentations
3. Microsoft PowerPoint includes all the following, except ....
   a. interviews b. texts c. WordArt
4. WordArt in PowerPoint makes texts look ....
   a. smaller b. interesting c. boring
5. You can record yourself presenting your ideas in a ....
   a. presentation b. poster c. video
6. To design a creative poster, you must ....
   a. use texts without drawings b. use drawings without texts
   c. use texts with fun colors and drawings

2 Put (✓) or (✗):

1. Scientists use PowerPoint, videos, or blogs to present their researches. (   )
2. If you don't have a device, you can't present your ideas. (   )
3. Excel is a Microsoft program that creates a slideshow. (   )
4. The advertising poster depends on the pussers-by along the way. (   )

(محافظة البحيرة – إدارة أبو حمص 2023)

5. You can interview others using your mobile phone or laptop. (   )
6. You can include interviews with others in your video. (   )
7. Always make sure that the text is small enough on your poster. (   )
8. WordArt can be used to make text look interesting in a presentation. (   )
9. You must have film sets or expensive cameras to make a video. (   )
10. When creating a poster, always make sure that the text is large enough to read from a distance. (   )

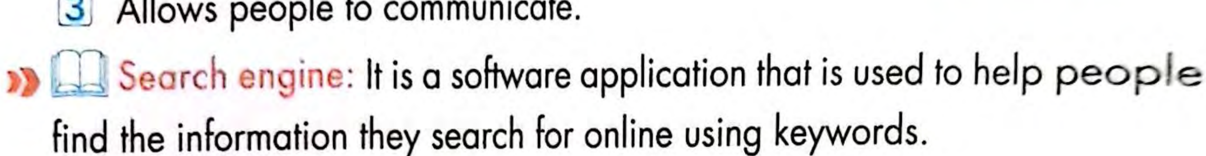
(محافظة الإسكندرية – إدارة المنتزه2 - 2023)

Summary on Theme 2 Digital Safety and Security Precautions

Lesson 1


Anika Ullah

- The internet: It is a global network that connects millions of computers around the world.
- Importance and uses:
  1. Access all kinds of information
  2. Find answers to any questions.
  3. Allows people to communicate.



- Search engine: It is a software application that is used to help people find the information they search for online using keywords.
- Google is the most popular search engine.
- Anika Ullah: She is a biologist.
- She found that eating too many unusual nuts caused cancer.
- She checked her online sources first to ensure the information was correct.
- She talked to local communities and made films and online campaigns.

Lesson 2

- People can communicate through:
  1. Instant messages
  2. Emails
  3. Direct messages
- Personal information: It includes your name, address, school name, and your passwords.
- Be kind and honest with others.
- If someone is unkind or makes you feel unsafe, block that person.
- IF you block someone, that person can't see your posts or contact you.
- Don't click on links that you are unsure of.

- If you view an inappropriate site,
  1. Leave the site
  2. Tell your teacher or a family member
- If you download a file, you can look at it later without internet access. Why?
- Check the website and the link before you download a file. It may have a virus that damages your device or tracks your information.
- If you are not sure of the website and link, don't download the file.
- Don't share your personal data online, to avoid receiving spam messages.
- Spam messages: These are unwanted messages to advertise products, gather information from you, or may include a virus.
- We can detect spam messages if the message (email) includes:
  1. Unfamiliar address
  2. Unknown links
  3. Messages in ALL CAPITAL LETTERS



- Check your privacy settings on social media sites.

Lesson 3

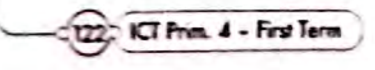
- When you tag someone, you identify that person in the post.
- The tag provides a link to the person's profile.
- Before you tag someone, you should ask his permission, this shows that you respect their privacy.
- It is important to credit the sources of information that you share.
- Banned sites may publish inaccurate, immoral, and harmful material.
  1. Don't go on banned sites.
  2. Ask your teacher or a family member before you go on a new site.
- The Positive effects of ICT
  1. Reading the updated news
  2. Upload and download videos
  3. Communication with others



- The Negative effects of ICT
  1. You may come across something online that upsets you.
  2. Eye strain, headaches, or becoming lazy
  3. Some search results don't always give the right answer.

Lesson 4

- Choose browsers that warn users before they enter an unsafe site or download a harmful app.
- If you get a warning message:
  1. Do not proceed.
  2. Show a warning message to your teacher or a family member.
- Some browsers have search engines set up just for children,
  1. They show only results that are age-appropriate.
  2. They also include a parental control app.
  3. They include helpful safety tips for children.
- There are child-friendly websites that include filters to avoid inappropriate videos.
- Online videos may be dangerous if:
  1. The site you watch videos on is unsafe.
  2. The video shows inappropriate content.
- To get a better result, type longer phrases, not just a couple of words.
- If you are looking for information about an image, you can search by image.
- The (+) sign before the word: to include the word.
- The (-) sign before the word: to avoid the word .
- Putting a phrase inside the quotation marks "   ", narrow your search to the exact result.



Lesson 5

Unreliable online sources: Contain opinions, errors, or lies.

Types of unreliable sources: 1 Wiki sources 2 Blogs 3 Social media sites

Reviewing online sources:

1 The date of publication is current.

2 Check the authors 3 Ask your teacher or a family member.

How to identify reliable online sources:

1 Well-written, with almost no mistakes.

2 The design of the page will look professional.

Websites end with	They are run by	Credibility	Example
.com	businesses commercial sites	Credible	Amazon.com
.gov	government agencies	Particularly credible	NASA.gov
.org	non-profit organizations	Particularly credible	57357.org myf-egypt.org
.edu	colleges and universities	Particularly credible	harvard.edu

Egyptian Knowledge Bank (EKB): It is a reliable source and it's free for Egyptians

Lesson 6

Bullying: Is repeated unkind behavior towards someone.

How to avoid online bullying:

1 You shouldn't contact unknown people.

2 Ask your teacher or a family member for help.

» Online Identity theft: Hackers can do the following:

1. Use your personal information.
2. Access your accounts.
3. See your address, email, or phone.

» What can you do about online problems?

1. Talk to your teacher or a family member about it.
2. Sometimes, your teacher or a family member may feel that people in authority should get involved.

» People in authority: Include the police or the General Department for Combating Internet Crimes in Egypt.

Lesson 7

» It is important to have strong passwords to avoid hacking.

» Hacking: Someone (a hacker) can get into your computer or accounts and steal personal information.

» To create a strong password:

1. Use different passwords for your accounts.
2. Use a password manager or a list to remember your passwords.
3. A password shouldn't include personal details.
4. At least 8 characters
5. Include letters, numbers, and special characters (#,@)

» Viruses can cause big problems, such as:

1. Send an email to your contacts.
2. Delete your files.

» You should use antivirus software to protect your devices because antiviruse software can do the following:

1. It catches (detects) viruses before they affect your device.
2. It removes viruses that have already affected your device.
3. It can also fix damaged files.





Researchers and scientists prepare digital reports about the subject of their studies using programs:

1 PowerPoint:

- It is a Microsoft program that creates presentations (slideshows).
- You can make text look interesting using WordArt.
- You can include text, pictures, and sound effects.

2 Video:

- You can make videos on a PC or cell phone, no need for expensive cameras or film sets.
- You can record yourself presenting your ideas.
- You can interview others and include them in your video
- You can use video software to help you add images and fun effects.

3 Poster:

- Includes art, like drawings, photos, or cutouts.
- If you don't have a device, you can present your ideas by creating posters.
- Make sure that the text is large enough to be read from a distance.
- Remember to credit your sources.

Revision on Theme 2 Digital Safety and Security Precautions



1 Choose the correct answer:

1. Anika Ullah is a/an ....
   a. biologist b. archaeologist c. teacher
2. Your name and address are considered ....
   a. spam b . blogs c. personal data
3. When searching for a specific sentence, we put this sentence between the .... sign.
   a. + b. – c. " "
4. Using easy passwords could expose you to ....
   a. bullying b. hacking c. viruses
5. If you are bullied on a social networking site, you should ....
   a. tell your parents b. bully them c. both of them

2 Put (✓) or (✗):

1. You should respect the law while using the internet. ( )
2. You can use images instead of words in your search engine. ( )
3. Excel is a Microsoft program that creates a slideshow. ( )
4. Egyptian citizens can access the Egyptian Knowledge Bank by making a payment. ( )
5. You can download files on your device without an internet connection. ( )



Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Virus	a. for business commercial sites
2 Personal information	b. is repeated unkind behavior towards someone
3 Spam messages	c. is a harmful small program infects your device
4 .com	d. may include your address or your name
5 Bullying	e. may include unwanted advertisement

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 2

1 Choose the correct answer:

1. .... is repeated unkind behavior towards someone.
   a. Hacking b. Identity theft c. Bullying
2. When you tag someone, the tag provides a .... to the person's profile.
   a. request b. link c. message
3. Reports and studies that are written by experts contain .... information.
   a. wrong b. accurate c. untrusted
4. It is considered one of the unreliable digital sources.
   a. Wiki b. Government Websites c. The EKB
5. A strong password must include at least .... characters.
   a. six b. eight c. ten

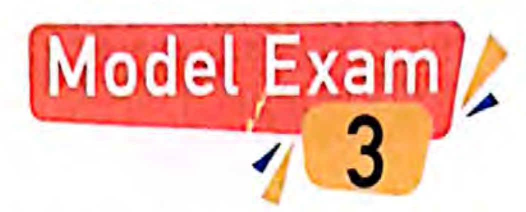
2 Put (✓) or (✗):

1. When you block someone, they can see your posts. ( )
2. Make sure not to contact anyone you don't know. ( )
3. The best way to collect information is to get it from social media. ( )
4. Banned sites always provide valuable and accurate information. ( )
5. A computer virus can send an email to everyone or delete files. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Instant messaging	a. prevents unwanted people from viewing your posts.
2 Blocking	b. provides a link to the person's profile.
3 A poster	c. prevents your device from viruses.
4 Antivirus	d. is one of the ways to communicate with friends.
5 The tag	e. uses texts with fun colors and drawings.

1 .... 2 .... 3 .... 4 .... 5 ....



1 Choose the correct answer:

1. .... sources are written and verified by experts.
   a. Reliable b. Unreliable c. Questionable
2. Your friend sent you a friend request on a social networking site, you must ....
   a. close the device b. delete the friend request
   c. check his identity
3. The "+" sign before a word tells the search engine to .... that word in the search results.
   a. avoid b. include c. ignore
4. The .... software protects your device from risks that may harm.
   a. Word b. PowerPoint c. antivirus
5. WordArt in PowerPoint makes texts look ....
   a. smaller b. interesting c. boring

2 Put (✓) or (✗):

1. It is important to credit sources that provide you with information when you do a search or report. (   )
2. All the information that you get from the internet is accurate. (   )
3. Online bullying includes bad posts or bad messages. (   )

- Websites that include links (.edu) and (.gov) domains enjoy credibility. ( )
- Downloading an image to your device means placing a copy of it on the internet. ( )

Complete the following sentences with the suitable words between the brackets:

(kids search- strong password – download- block- .edu)

- If you receive a scary message from someone, you should .... them.
- Using .... engine is one of the ways for kids to search online.
- From the positive effects of ICT tools, you can .... videos and images.
- The websites whose link is .... have high credibility.
- A .... should include letters, numbers, and special characters.

Model Exam 4

Choose the correct answer:

1. To apply to a university, you must use the website domain ....
   a. (.net) b. (.org) c. (.edu)
2. It is better to choose .... passwords for your accounts on the sites.
   a. identical b. different c. similar
3. The .... is a software program that is used to search on the internet.
   a. Word b. Excel c. search engine
4. Researchers can include their interviews with others in their ....
   a. posters b. videos c. MS Word
5. When you .... someone, they can't see your posts.
   a. block b. share c. add

Put (✓) or (✗):

1. When you tag someone, they can't see your post. ( )
2. Communicating with an unknown person may expose you to bullying. ( )

3 To ensure that your search includes certain words, use the symbol (–). ( )

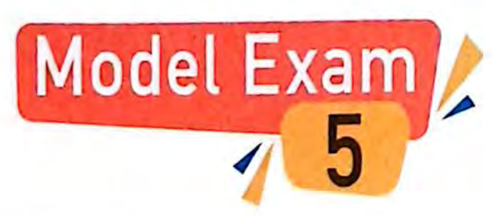
4 If you receive an unknown message in all capital letters, it might be a spam. ( )

5 The Egyptian Knowledge Bank is one of the trusted digital sources. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 .edu	a. is used for the Ministry of Education and Technical Education.
2 Personal information	b. presents your ideas through bright colors, graphics, images, and shapes.
3 .gov	c. help you protect your device.
4 Antivirus programs	d. contains your name, address, and birth date.
5 Advertising poster	e. is used for colleges and universities.

1 .... 2 .... 3 .... 4 .... 5 ....



1 Choose the correct answer:

1 The most popular social media site is ....

a. email b. Google c. Facebook

2 Your friend sent you a file and you want to save it on your device, you should ....

a. download the file b. block them c. scanner

3 One of the advantages of ICT tools is that ....

a. data theft b. they help people with disabilities

c. the overuse of electronic devices

4. The keyword typed in searching about Jaguar animals is ....
   a. "animals"   b. "jaguar"   c. "jaguar animal"

5. You shouldn't communicate with .... on social media sites.
   a. your school friend   b. a friend of you
   c. an unknown person wants to share your information

2 Put (✓) or (✗):

1. All information on social media is reliable. (   )
2. Bullying is repeated unkind behavior towards someone. (   )
3. Your password should be weak and easy to guess. (   )
4. One of the negative consequences of ICT tools, you may come across something online that upsets you. (   )
5. When creating a poster, always make sure that the text is large enough to read from a distance. (   )

3 Complete the following sentences with the suitable words between the brackets:

(hacking - EKB - eye strain - PowerPoint - Banned sites)

1. .... include immoral and harmful materials.
2. Choosing an easy password may expose you to ....
3. The .... is one of the reliable online sources.
4. One of the negative effects of using ICT tools is ....
5. The program that is used to make slideshows is called ....

Final Exams



1 Cairo – Al-Shorouk Educational Zone

1 Choose the correct answer:

1. The .... can find buried objects underground.
   a. ground penetrating radar b. drone c. GPS
2. GPS and satellites were invented during the .... Age.
   a. Mechanical b. Pre-Mechanical c. Electronic
3. The .... helps blind people read by touching.
   a. screen b. headphone c. braille terminal
4. Microsoft Word program is a type of the ....
   a. software b. hardware c. operating system
5. People with missing limbs use .... to help them in their daily activities.
   a. prosthetic legs b. braille terminal c. hearing aids
6. If the ......, you might need to check if the keyboard cable is connected or not.
   a. mouse isn't working b. the keyboard isn't working
   c. screen freezes
7. You can collect data from many sources like ....
   a. keyboard b. GPS c. books
8. The common way to report data is ....
   a. blogs b. email c. the mouse
9. Students can find all kinds of information using the ....
   a. keyboard b. internet c. scanner
10. .... includes unwanted massages to advertise products.
    a. A spam mail b. A speaker c. Personal information
11. One of the positive effects of ICT tools is the ability to ....
    a. get eye strain b. see something upsets you
    c. download videos or photos
12. It is important to have a ...... on your computer if you want to search the internet.
    a. printer b. pen c. browser
13. The Egyptian Knowledge Bank (EKB) is one of the ....
    a. banned sites b. reliable online sources c. chat programs
14. .... is a repeated unkind behavior towards someone and can include mean posts.
    a. Online game b. Online chatting c. Online bullying
15. You should have .... to protect your computer and it can fix damaged files.
    a. Word program b. Facebook c. an antivirus software

2 Giza – Dokki Educational Zone

1 Put (✓) or (✗):

1. Braille is a way that converts letters into symbols that can be read by touching. ( )
2. You must ask permission before posting any information related to your friends. ( )
3. The central processing unit (CPU) is a type of software. ( )
4. When you block someone, they can see your posts. ( )
5. Information is the final result we get after processing the data. ( )

2 Complete the following sentences using the words between the brackets:

(Word – GPS – operating system – Hearing aids – restart the device)

1. Tourists depend on .... to determine the location.
2. The .... is necessary to operate any computer.
3. You can write your CV or your research using .... program.
4. .... help people who suffer from hearing problems.
5. In case you couldn't open an application, you should ....

3 Choose from column (A) what suits it in column (B):

Domains	Types of groups
1 .gov.eg	a. Egyptian organizations.
2 .org.eg	b. Governmental sites
3 Gmail.com	c. Google e-mail
4 .com	d. Educational sites
5 .edu.eg	e. Commercial sites

1 .... 2 .... 3 .... 4 .... 5 ....

3 Giza – Al-Omrania Educational Zone

1 Put (✓) or (✗):

1. All information on social media is reliable. ( )
2. Spam includes unwanted messages. ( )
3. Screen zoom software helps people with visual difficulties. ( )
4. In computers, output devices work to process data. ( )
5. GPS is used to find places you might need to visit. ( )
6. You must always respect the law when surfing the internet. ( )
7. The Egyptian Knowledge Bank is one of the most trusted digital sources. ( )

2 Choose the correct answer:

1. You can .... from the internet and save it to your device.
   a. download a file b. block your friend c. delete a file
2. One of the most popular social media sites is ....
   a. Google b. Facebook c. email
3. It is necessary that your password contain letters and ....
   a. numbers and special symbols
   b. your name and address c. none
4. The .... program protects your devices from risks that may them.
   a. Word b. PowerPoint c. Antivirus
5. One of the attached devices that you use during video calls is the ....
   a. printer b. scanner c. camera
6. .... are used as a means of communication in modern times.
   a. Emails b. Pencils c. Pens
7. Your name and address are considered ....
   a. spam b. blogs c. personal data
8. You can use the .... to search for information over the internet.
   a. results b. search engine c. Word

4 Giza – El-Sheikh Zayed Educational Zone

1 Choose the correct answer:

1. Someone sent you a friend request on a social networking site, you must ....
   a. close the device b. delete the friend request c. check his identity
2. .... is when someone impersonates your personal information on social media.
   a. Identity theft b. Downloading c. Antivirus program
3. One of the strongest passwords is ....
   a. Mostafa b. Ahmed@3# c. 12345678
4. .... help(s) people who suffer from hearing problems.
   a. Word b. Hearing aids c. Restart the device

2 Put (✓) or (✗):

1. A magnetometer is used to determine places via satellite. ( )
2. The quotation mark " " is used to summarize the search results that you want. ( )
3. When someone is blocked, they can see your posts. ( )
4. A screen helps in processing data. ( )

3 Complete the following sentences using the words between the brackets:

(Digital blogs – use the search box – analyze – camera)

1. You want to find a file in your PC, you should ....
2. One of the attached devices that you use during video calls is the ....
3. Before you show your results on charts, you should .... them.
4. .... are used to express your personal opinions on the internet.

4 Underline the right answer.

1. If you are bullied on a social networking site, you should. (tell your parents – bully him).
2. One of the most important things to consider when sharing information is (useing microphone – mentioning the owner of information)
3. The CD is considered a (digital – printed) sources.

5 Giza – 6th of October Educational Zone

1 Put (✓) or (✗):

1. Electricity was used for the first time in the Pre-Mechanical Age. ( )
2. The internet is not important for obtaining information. ( )
3. Email is used to share data and communicate among friends. ( )
4. To get accurate search results, you must use safe sites. ( )
5. A scanner is used to print images from your computer on paper. ( )

2 Choose the correct answer:

1. .... is used to express your personal opinions on the internet.
   a. A digital blog b. Email c. GPS
2. Press and hold the «Ctrl» + «Alt» + «Del» buttons when ....
   a. you can't find a file b. screen freezes
   c. an app can't open
3. .... is/are considered one of the most reliable sources on the internet.
   a. Digital Blogs b. Published articles
   c. The Egyptian Knowledge Bank
4. Before you show your results on charts, you should ....
   a. remove them b. analyze data
   c. share them online with others
5. You receive a message from a friend who is lost and you want to try to find them, you will use the ....
   a.GPS b. Excel program c. GPR

3 Complete the following sentences using the words between the brackets:

(magnetometer – Screen magnification software – download – block – Personal information)

1. If you have a message from someone who is bulling you, you must .... them.
2. .... includes your name, address, and your date of birth.
3. When you .... a file, you save it on your device.
4. A .... is a device that detects metals underground.
5. .... helps people with visual impairments read e-books and e-magazines.

6 Alexandria – Eastern Educational Zone

1 Choose the correct answer:

1. .... is a reliable online source.
   a. Wiki b. Blog c. EKB
2. Anika Ullah is a ....
   a. biologist b. archaeologist c. teacher
3. Your password shouldn't include ....
   a. numbers b. personal details c. letters
4. The keyword typed in searching for the Jaguar animal is ....
   a. "animals" b. "jaguar" c. "jaguar animal"
5. You can collect data from ....
   a. surveys b. camera c. screen
6. The device that inputs data into the computer is the ....
   a. speakers b. keyboard c. printer
7. The CPU is a type of ....
   a. hardware b. software c. operating system
8. You want to find a file on your PC, you should ....
   a. restart the device b. press Alt + Del + Ctrl c. use the search box
9. .... is the program that creates a slideshows.
   a. Word b. PowerPoint c. Excel
10. The software that removes viruses is named ....
    a. antivirus b. videos c. presentation
11. Saving files from the internet to your computer is called ....
    a. sharing b. downloading c. uploading
12. Electricity was first used in the .... Age.
    a. Electro-Mechanical b. Electronic c. Mechanical
13. To discover objects buried underground, use the ....
    a. GPS b. ground penetrating radar c. magnetometer
14. People who have trouble hearing use ....
    a. hearing aids b. screen zoom c. sporting tools
15. The websites that run by businesses trying to sell you something are ....
    a. .org b. .edu c. .com

7 Alexandria – Central Educational Zone

1 Put (✓) or (✗):

1. All information on social media is reliable. ( )
2. When You block someone, they can see your posts. ( )
3. Spam is unwanted messages. ( )
4. Hearing aids are one of the prosthetic devices for people with hearing disabilities. ( )
5. One of the advantages of the graph is the ease of reading the results. ( )

2 Choose the correct answer:

1. To download a file from the internet, we use ....
   a. download b. spam c. Facebook
2. When someone sends you a friend request on a social media site, you should ....
   a. turn off the device b. delete the friend request
   c. verify their identity
3. We use .... to communicate with audio and video.
   a. digital articles b. digital blogs c. video chats
4. .... allow(s) Egyptians to enter for free.
   a. The Egyptian Knowledge Bank b. Blogs
   c. Social media sites
5. You can use the .... to search for information online.
   a. results b. Excel c. search engine
6. Spending a lot of time using technology causes ....
   a. eye fatigue b. permanent activity c. positive results
7. It is considered one of the unreliable digital sources.
   a. Wiki b. Government websites
   c. The Egyptian Knowledge Bank
8. One of the advantages of information technology tools is ....
   a. helping people of determination b. data theft
   c. bullying
9. Your name and address are considered as ....
   a. spam messages b. blogs c. personal data
10. One of the most famous social networking sites is ....
    a. Email b. Facebook c. Google

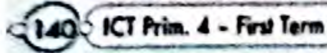
8 Alexandria – Montazah Educational Zone

1 Put (✓) or (✗):

1. When someone is blocked, they can see your posts . ( )
2. You can download files on your device without an internet connection. ( )
3. You can enter the Egyptian Knowledge Bank (EKB) library for free. ( )
4. Surveys and experiments are two of the most important sources of data collection. ( )
5. Ground penetrating radar is used to discover objects buried underground. ( )
6. When creating a poster, always make sure that the text is large enough to read from a distance. ( )
7. It is not important to credit a sources that provide you with information when you do a search or report. ( )
8. Online bullying includes bad posts or bad messages. ( )

2 Choose the correct answer:

1. One of the attached devices that is used during video calls is the ....
   a. printer b. scanner c. camera
2. .... is used to write a CV (resume).
   a. Screen magnification b. Word program
   c. Speech synthesizer
3. Screen magnification software is used to help people who have ....
   a. hearing impairments b. poor vision c. limb loss
4. .... are used to communicate with audio and image.
   a. Video calls b. Digital articles c. Digital blogs
5. Your friend sent you a friend request on a social networking site, you must ....
   a. close the device b. delete the friend request
   c. check his identity
6. It is better to choose .... passwords for your accounts on the sites.
   a. identical b. different c. similar
7. A small harmful program infects your computer and causes data corruption ....
   a. antivirus software b. virus c. hacking



9 Alexandria – Al-Ajmi Educational Zone

1 Put (✓) or (✗):

1. A magnetometer is used to discover metals underground. ( )
2. Blocking is considered one of the ways to communicate with friends. ( )
3. One way to report data is through email. ( )
4. You should respect the law while using the internet. ( )
5. Albert Lin is an archaeologist. ( )

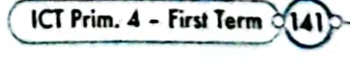
2 Choose the correct answer:

1. .... is used in the Electronic Age.
   a. Drawing letters b. Pascaline c. Email
2. You can use ICT tools every day, it is a .... effect.
   a. positive b. low c. negative
3. All of the following are input units, except the ....
   a. mouse b. keyboard c. screen
4. .... software helps people with poor vision.
   a. Word b. Screen magnification c. Excel
5. You can use .... to express your personal opinions.
   a. the GPR b. the GPS c. blogs

3 Complete the following sentences using the words between the brackets:

(antivirus – search engine –Spam – CPU – EKB)

1. The .... is used to process data.
2. You can use .... software to protect your device from viruses.
3. One of the reliable sources of information is the ....
4. .... includes unwanted messages.
5. The .... helps in search for different information.



10 Kafr El-Sheikh Governorate

1 Put (✓) or (✗):

1. When someone is blocked, they can see your posts. ( )
2. You can use images instead of words in your search engine. ( )
3. Make sure you choose strong passwords that nobody can guess. ( )
4. If the app still won't open, restart your computer and try again. ( )

2 Complete the following sentences using the words between the brackets:

(personal data - screen - kids search - Hearing aids - Word)

1. Using a .... engine is one of the ways for kids to search the internet.
2. .... help people who suffer from hearing problems.
3. The .... displays information (texts, photos, videos).
4. You can write your CV or your research using .... program.
5. Your name, address, and date of birth are considered ....

3 Choose the correct answer:

1. The component responsible for entering the data on the computer is the ....
   a. keyboard b. CPU c. printer
2. .... is one of the most popular applications for designing graphs.
   a. Excel b. Scanner c. Word
3. ....is used to express your personal opinions on the internet.
   a. GPS b. Email c. A digital blog
4. Your friend sent you a file and you want to save it on your device, you should .... it.
   a. download b. block c. scanner
5. The .... program protects your devices from the risks that may harm.
   a. Word b. PowerPoint c. antivirus



11 Port Said – Northern Educational Zone

1 Complete the following sentences using the words between the brackets:

(screen – personal data – download file – internet – Antivirus)

1. .... programs are used to protect the computer.
2. A friend sent you a file and you want to save it to your device, you need to ....
3. Your name, the name of your school, and your address are considered .
4. The .... enables us to access all kinds of information.
5. We enter the data through the keyboard, then the information is displayed on the ....

2 Put (✓) or (✗):

1. One person is responsible for the blog. ( )
2. The most common graph is the column graph. ( )
3. You can publish information about your friends on communication sites without their permission. ( )
4. Websites that include links (.edu) and (.gov) enjoy credibility. ( )
5. To ensure that your search includes certain words, use the symbol (–). ( )

3 Choose the correct answer:

1. .... is/are used to assist the visually impaired.
   a. Earphones b. Screen enlargement
   c. Alternative communication software
2. Its function is to control and process data.
   a. Printer b. Monitor
   c. Central processing unit(CPU)
3. The .... is used to find minerals in the ground.
   a. satellite b. magnetometer c. GPS
4. One person behaves badly towards another on a repeated basis, which is called ....
   a. bullying b. identity theft c. downloading files
5. You can use the .... program to write school reports and homework.
   a. Word b. Excel
   c. PowerPoint presentation

12 Red sea Governorate- Hurgada Educational Zone

1 Put (✓) or (✗):

1. The first computer was discovered in the mechanical revolution. (   )
2. Braille method converts letters into prominent symbols that can be read by touch. (   )
3. Information is the final result we get after processing data. (   )
4. When someone is blocked, they can see your posts. (   )
5. Archaeologists use the ground penetrating radar to find objects above the ground. (   )

2 Choose the correct answer:

1. .... is repeated unkind behavior towards someone.
   a. Hacking b. Headache c. Bullying
2. To install a file from the internet, we use ....
   a. download b. spam c. MS Word
3. .... is used to express your personal opinions on the internet.
   a. A digital blog b. Email c. GPS
4. One of the advantages of ICT tools is ....
   a. data theft b. helping people with disabilities
   c. overusing of electronic devices
5. Messages calling for unreal advertisements on your email are ....
   a. downloaded files b. spam c. personal data

3 Complete the following sentences using the words between the brackets:

(keyboard - Passwords - interview - Books and magazines - GPS)

1. An .... is a conversation between two or more people to obtain information needed for a topic.
2. .... is used to locate objects by satellite.
3. The .... enables us to write letters and numbers.
4. .... must include symbols, numbers, and special signs.
5. .... are sources of data collection.

13 Assiut Governorate – Model 1

1 Put (✓) or (✗):

1. The CPU is a type of software. ( )
2. The Earth's penetrating radar is used to detect underground minerals. ( )
3. The internet web is not important for obtaining information. ( )
4. One of the dangers of the internet is that others can use your personal data. ( )
5. You can collect data from many different sources. ( )

2 Choose the correct answer:

1. .... is/are used as a means of communication in modern times.
   a. Email b. Pencils c. Pens
2. .... are used to communicate with audio and image.
   a. Digital articles b. Digital blogs c. Video calls
3. The component responsible for entering the data on the computer is the ..... .
   a. keyboard b. CPU c. printer
4. .... is/are used to express your personal opinions on the internet.
   a. Digital blogs b. Email c. GPS
5. Messages calling for unreal advertisements on your email are ....
   a. downloaded files b. spam c. personal data
6. The era of the electronic revolution was characterized by the existence of ....
   a. printers b. hieroglyphic symbols c. laptops
7. Information is considered the processing product of ....
   a. data b. digital blogs c. email
8. .... is used to write reports.
   a. Screen zoom software b. Word program
   c. Medical hearing aid
9. Your friend sent you a file and you want to save it on your device, you should ....
   a. download the file b. block him c. scanner
10. Before you show your results on charts, you should ....
    a. share them online with others b. analyze them
    c. remove them

14 Sohag Governorate – Educational Zone

1 Put (✓) or (✗):

1. All information on social media is reliable. (   )
2. Always respect the law when using the internet. (   )
3. When you block someone, they can't communicate with you. (   )
4. The operating system is not necessary for dealing with a computer. (   )
5. Magnification software is an assistive technology. (   )

2 Choose the correct answer:

1. Your name and address are considered ....
   a. spam   b. blogs
   c. personal information
2. When searching for a specific sentence, we put this sentence between the .... signs.
   a. +   b. –   c. " "
3. The Electronic Age was characterized by the existence of the ....
   a. laptop   b. typewriter   c. Pascaline
4. A repeated unkind behavior towards someone is ....
   a. software   b. bullying   c. identity theft
5. The most popular social media site is ....
   a. email   b. Google   c. Facebook

3 Choose from column (A) what suits it in column (B):

Domains	Types of groups
1 GPS	a. is responsible for processing data
2 "gov.eg"	b. is one of the reliable digital source
3 CPU	c. is used to find the location of any place
4 EKB	d. is a domain for governmental websites
5 "Ctrl + Alt + Del"	e. is pressed when your screen freezes

1 .... 2 .... 3 .... 4 .... 5 ....

15 Menoufia – Sadat Educational Zone

1 Put (✓) or (✗):

1. Social media is the best way to get accurate information. ( )
2. Tourists use GPS to know the location of historical museums. ( )
3. Drones are used to get pictures of objects above ground. ( )
4. A strong password should be at least eight characters. ( )
5. An interview is a conversation between two or more people face-to-face. ( )
6. Screen magnification software helps people with difficulties. ( )
7. The CPU is a type of software. ( )
8. Data entry is the last stage of accessing the final information. ( )

2 Choose the correct answer:

1. One of the positive effects of the internet is the ....
   a. search for information b. data theft
   c. identity theft
2. When you .... someone, they can't see your posts.
   a. block b. share c. add
3. The .... appears during the mechanical revolution age.
   a. Pascaline b. laptop c. satellite
4. When you tag someone, the tag provides a .... to the person's profile
   a. request b. link c. message
5. .... includes your name, address, and your date of birth.
   a. A spam message b. Personal information c. An instant message
6. One of the advantages of ICT tools is ....
   a. bullying your friends b. helping people of determination
   c. the excess usage of electronic devices
7. .... is a repeated unkind behavior towards someone.
   a. Hacking b. Headache c. Bulling

16 Beni Suef Governorate

1 Put (✓) or (✗):

1. The CPU is a type of software. (   )
2. Books and magazines are sources of data collection. (   )
3. You can download a file on your device without an internet service. (   )
4. The (+) sign is used to get unwanted results in the search process on the internet. (   )
5. The websites whose links (.edu) have high credibility. (   )

2 Choose the correct answer:

1. One of the advantages of ICT tools is ....
   a. data theft
   b. helping people with disabilities
   c. the overusing of electronic devices
2. The command responsible for closing all the applications on computer or laptops is ....
   a. Del + Alt + Ctrl
   b. Alt + Del + Tab
   c. Del + Tab + Shift
3. You shouldn't communicate with .... on social media sites.
   a. your school friend
   b. a friend of you
   c. an unknown person who wants to share your information
4. The .... program protects your devices from risks that may harm.
   a. Word processing
   b. PowerPoint presentations
   c. antivirus

3 Complete the following sentences using the words between the brackets:

(digital blogs - Medical hearing aids - Screen zoom software - eye fatigue - calculator - quotation marks)

1. Opinions that express their owner and are published on the internet are called ....
2. .... is a tool that helps people with visual impairments read digital books.
3. To get specific search results, you have to add .... to the sentence.
4. .... help people with disabilities who suffer from hearing problems.
5. The Pascaline machine is the first version of the ....
6. Spending a lot of time using technology causes ....

17 Dakahlia – Talkha Educational Zone

1 Put (✓) or (✗):

1. Graphs are a good way to display and compare results. ( )
2. Drones are used to get pictures of objects aboveground. ( )
3. Choosing search words that are precise helps us get the required search results. ( )
4. The Egyptian Knowledge Bank is one of the most trusted digital sources. ( )
5. Communication with an unknown person may expose you to bullying. ( )
6. Good antivirus programs are used to protect your device from risks that may harm it. ( )
7. The operating system is not necessary to deal with the computer. ( )

2 Choose the correct answer:

1. Sending and receiving text messages over the internet via ....
   a. email b. video chat c. digital blogs
2. The command responsible for closing all the applications on the personal computer or laptops is ....
   a. Del+ Alt+ Ctrl b. Alt + Del + Tab c. Del+ Tab + Shift
3. Screen magnification software enables ....
   a. showing information b. hearing the information c. printing papers
4. One of the advantages of ICT tools is ....
   a. data theft b. helping people with disabilities
   c. the overusing of electronic devices
5. The speaker allows ....
   a. input audio data b. the output of audio information
   c. printing papers
6. ....are used as a means of communication in modern times.
   a. Emails b. Pencils c. Pens
7. When you .... someone, they can't see your posts.
   a. block b. share c. add
8. When you tag someone, the tag provides a .... to the person's profile.
   a. message b. link c. request

18 Sharqiya – Hehiya Educational Zone

1 Choose the correct answer:

1. It is necessary that your password contains letters and ....
   a. numbers and special symbols
   b. your name and address
   c. personal information
2. Someone sent you a friend request on a social networking site, you must ....
   a. close the device b. delete the friend request
   c. check their identity
3. .... is considered from software in the personal computer.
   a. The keyboard b. Excel c. The printer
4. .... are used as a means of communication in modern times .
   a. Emails b. Pencils c. Pens
5. You want to find a file on your computer, you should ....
   a. restart your computer b. press on Ctrl+ Alt +Del
   c. use the search box

2 Put (✓) or (✗):

1. Blocking is considered one of the ways to communicate on the internet. (   )
2. The internet helps us find the information we want. (   )
3. You can download files on your device using an internet service. (   )
4. The operating system is not necessary to deal with the computer. (   )
5. A keyboard is a device used to output data. (   )
6. The central processing unit (CPU) is a type of software. (   )
7. You can collect data from many different sources. (   )
8. The websites whose links end with (.org) have high credibility. (   )
9. A scanner is used to print images from computers on paper. (   )
10. When you block anyone, they can see your posts. (   )

19 Gharbia Governorate - Western Educational Zone

1 Put (✓) or (✗):

1. Blocking is considered one of the ways to communicate with your colleagues or friends on the internet. ( )
2. Data is the final result we get after processing the data. ( )
3. The quotation marks " " are used to summarize the search results that you want. ( )
4. We use scanners to transfer text and images from paper to our computers. ( )
5. You can download files to your device without the internet. ( )

2 Choose the correct answer:

1. If you want to find a file in your PC, you should ....
   a. restart the device b. press on Del + Alt + Ctrl
   c. use the search Box
2. Unknown people accessing your accounts on the internet, it is called ....
   a. bullying b. penetration c. download files
3. The .... is a device that allows non-speakers to speak.
   a. scanner b. printer c. speech synthesizer
4. One of the strongest passwords is ....
   a. ahmed b. Mostafa@3# c. 12345678
5. .... are used as a means of communication in modern times.
   a. Emails b. Pencils c. Pens

3 Complete the following sentences by underlining the correct answer:

1. The CD is considered from the (digital – printed) Sources.
2. The preferred sources for collecting data are (social media sites – surveys an experiments)
3. To easily read the collected results, you can use (charts – blogs).
4. Someone took a picture of you without your permission, this action is (inappropriate – appropriate)
5. One of the most credible electronic links on the internet (.pip – .gov).

Model Answers



Theme 1

Lesson 1

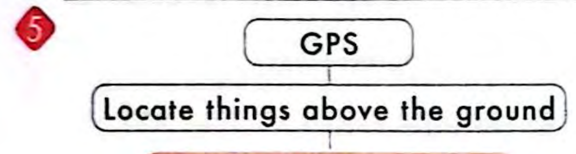
1
1 c 2 a 3 c 4 a
5 c 6 b 7 c 8 a
9 b 10 b 11 a 12 b

2
1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✗
9 ✓ 10 ✓ 11 ✓ 12 ✗
13 ✓ 14 ✓ 15 ✓

3
1 b 2 c 3 d 4 a

4
1 Magnetometer 2 GPS
3 Ground penetrating radar

5



Archaeologists' Tools

Locate things under the ground

magnetometer

ground penetrating radar

Lesson 2

1
1 c 2 b 3 b 4 a
5 a 6 b 7 b 8 a
9 c 10 a 11 b 12 c
13 b 14 a 15 c 16 c

2
1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✗ 6 ✗ 7 ✓ 8 ✗
9 ✓ 10 ✓ 11 ✗ 12 ✓

3
1 Pascaline 2 Record player
3 Laptop 4 Telephone



4

	Dates	Age	Inventions
1	3000 BC - 1450	The Pre-Mechanical Age	c
2	1450 - 1840	The Mechanical Age	a
3	1840 - 1940	The Electro-Mechanical Age	d
4	1940 - present	The Electronic Age	b

Lesson 3

1
1 c 2 c 3 c 4 a
5 c 6 a 7 b 8 b
9 a 10 c 11 b 12 c
13 b 14 a 15 c 16 c
17 b 18 b 19 a 20 c
21 b 22 b

2
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓
9 ✓ 10 ✗

3
1 camera 2 microphone
3 keyboard 4 screen
5 scanner 6 speaker

4
1 Printer 2 Touch screen
3 scanner

5
1
- Input Devices: Touch screen – Camera – Keyboard
- Output Devices: Speech synthesizer – Speaker – Printer – Touch screen

6
1 d 2 a 3 b 4 c

7 Answer by yourself.

8
1. Mouse
2. Screen
3. Camera
4. Keyboard
5. Scanner
6. Printer
7. Microphone
8. Speaker

9
1. Braille terminal
2. Speech synthesizer

Lesson 4

1
1 a	2 b	3 b	4 c
5 b	6 c	7 c	8 a
9 a	10 b	11 b	12 b
13 a	14 b	15 c	

2
1 ✗	2 ✓	3 ✗	4 ✗
5 ✓	6 ✗	7 ✓	8 ✗
9 ✓	10 ✓	11 ✗	12 ✗
13 ✗			

3
1. The student places an image in Microsoft PowerPoint.
2. The operating system sends the image data to the CPU.
3. The CPU is processing the image data.
4. The CPU converts data into information.
5. The CPU sends information to the operating system
6. The operating system receives information.
7. It displays it on the screen.

4 Input device —Data→ CPU —Information→ Output device

5
1. Hardware: CPU - keyboard - screen

Operating Systems: Windows

Application Software: Gaming apps - Google Chrome™ browser - PowerPoint® - Microsoft Word

6
1 c	2 a	3 d	4 b

Lesson 5

1
1 a	2 c	3 b	4 b
5 b	6 c	7 a	8 c
9 c	10 b	11 b	12 c
13 c	14 a	15 b	16 b
17 c			

2
1 ✗	2 ✓	3 ✓	4 ✓
5 ✓	6 ✓	7 ✓	8 ✓
9 ✗	10 ✓		

3
1. Assistive technology
2. Hearing aids
3. Brille method
4. Screen magnifying software
5. Prosthetic devices
6. Alternative communication software

4
1 e	2 d	3 a	4 c
5 b			

5
1. Visually impaired
2. Visually impaired
3. People who have trouble hearing
4. Visually impaired
5. People who have a movement disability

6
1 4	2 2	3 3	4 5
5 1			

Lesson 6

1
1 c 2 c 3 b 4 a
5 b 6 b 7 c 8 a
9 c 10 a 11 c 12 c

2
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✓
9 ✓ 10 ✗

3
1 screen freezes
2 app can't open
3 find a file
4 pointer doesn't work

4
1 Your screen freezes
2 You can't find a file
3 An app won't open
4 An app won't open

5
1 She can try to restart her computer.
2 He should search using the Search box.
3 She should restart her computer and try again. If the app won't open, she should check that the software is up to date. If she still has problems, she should uninstall and reinstall the app.

Lesson 7

1
1 b 2 c 3 c 4 b
5 a 6 b 7 c 8 a
9 c 10 b 11 b 12 a
13 c 14 c 15 b 16 a
17 b 18 c

2
1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✗
9 ✓ 10 ✓ 11 ✗ 12 ✗
13 ✓ 14 ✓

3
1 Bar 2 Excel 3 paper
4 collecting 5 Analyzing

4
1 Bar graph 2 MS Excel
3 Smartphone 4 Tablet
5 5 classmates

Lesson 8

1
1 c 2 c 3 b 4 b
5 c 6 a 7 a 8 c
9 b 10 b 11 b 12 c
13 b 14 a 15 c 16 c

2
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✗ 8 ✓
9 ✓ 10 ✓

4
1 Video chats 2 Email
3 Interviews
4 Instant message 5 TV program
6 Blog 7 Social media site
8 Published digital articles

Model Exam 1

1 1 a 2 c 3 b 4 c 5 b

1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗

1 1 c 2 b 3 d 4 a 5 e

Model Exam 2

1 1 c 2 a 3 a 4 b 5 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗

3
1 data collection 2 scanner
3 Interviews 4 Excel
5 Email

Model Exam 3

1 1 a 2 c 3 a 4 c 5 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗

3 1 electro-mechanical
2 magnetometer 3 mechanical
4 microphone 5 scanner

Model Exam 4

1 1 b 2 a 3 c 4 b 5 a

2 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓

3 1 d 2 C 3 a 4 b 5 e

Model Exam 5

1 1 a 2 c 3 a 4 b 5 a

2 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓

3 1 Assistive technology
2 keyboard 3 bar
4 polls 5 CPU

Theme 2

Lesson 1

1

1 a	2 b	3 c	4 c
5 b	6 c	7 b	8 c
9 a	10 c	11 b	12 b

2

1 ✗	2 ✗	3 ✓	4 ✗
5 ✓	6 ✗	7 ✓	8 ✓

3

Decide what information you want to find out. → Think about search terms or key words you will use. → Look carefully at the information you have found. → Tell the reader where the information came from. → Cross check facts by trying to find them in more than one place.

Lesson 2

1

1 b	2 b	3 c	4 c
5 a	6 a	7 c	8 a
9 c	10 b	11 a	12 b
13 b	14 c	15 a	16 b
17 b			

2

1 ✓	2 ✓	3 ✗	4 ✗
5 ✗	6 ✓	7 ✗	8 ✓
9 ✓	10 ✗	11 ✗	12 ✓
13 ✓	14 ✓	15 ✓	16 ✗

3 1 c 2 d 3 a 4 b

4 1 spam 2 download
3 block
4 personal information
5 instant message

Lesson 3

1
1 b 2 c 3 b 4 a
5 a 6 b 7 c 8 c
9 b 10 b 11 a 12 b
13 c

2
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✗
9 ✗ 10 ✓ 11 ✓ 12 ✗
13 ✗ 14 ✗

3
- Positive: 2 – 5 – 6
- Negative: 1 – 3 – 4

Lesson 4

1
1 c 2 b 3 b 4 b
5 c 6 c 7 a 8 c
9 b 10 c 11 a 12 b
13 c 14 c 15 b 16 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✗ 7 ✗ 8 ✗
9 ✓ 10 ✗

2
1 f 2 b 3 e 4 d
5 a 6 c

Lesson 5

1
1 a 2 b 3 c 4 a
5 c 6 c 7 b 8 b
9 c 10 a 11 c 12 a
13 c

2
1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✗ 6 ✗ 7 ✗ 8 ✓
9 ✓ 10 ✓ 11 ✓ 12 ✗

3
1 c 2 a 3 d 4 b

4

Reliable Sources	Unreliable Sources
EKB	Facebook – Blogs – Wikis

Lesson 6

1
1 c 2 c 3 a 4 b
5 a 6 b 7 a 8 b
9 c 10 c

2
1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✓
9 ✓

Lesson 7

1
1 a 2 b 3 b 4 c
5 b 6 c 7 b 8 b
9 c 10 b 11 c 12 a
13 b 14 a 15 c

2
1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✓
9 ✗ 10 ✓

3
1. A password contains personal information and have no special characters.
2. A password contains seven characters.
3. A password doesn't contain. numbers or special characters.
4. A password doesn't contain letters.

4
1. Unsafe password
2. Unsafe password
3. Unsafe password
4. Safe password

- To make your password more secure, it should not contain personal information and should

include at least eight characters with a combination of letters, numbers, and special characters.

Lesson 8

1
1 c, 2 b, 3 a, 4 b, 5 c, 6 c

2
1 ✓, 2 ✗, 3 ✗, 4 ✓, 5 ✓, 6 ✓, 7 ✗, 8 ✓, 9 ✗, 10 ✓

Model Exam 1

1 1 a, 2 c, 3 c, 4 b, 5 a

2 1 ✓, 2 ✓, 3 ✗, 4 ✗, 5 ✗

3 1 c, 2 d, 3 e, 4 a, 5 b

Model Exam 2

1 1 c, 2 b, 3 b, 4 a, 5 b

2 1 ✗, 2 ✓, 3 ✗, 4 ✗, 5 ✓

3 1 d, 2 a, 3 e, 4 c, 5 b

Model Exam 3

1 1 a, 2 c, 3 b, 4 c, 5 b

2 1 ✓, 2 ✗, 3 ✓, 4 ✓, 5 ✗

3
1 block
2 kids search
3 download
4 .edu
5 strong password

Model Exam 4

1 1 c, 2 b, 3 c, 4 b, 5 a

2 1 ✗, 2 ✓, 3 ✗, 4 ✓, 5 ✓

3 1 e, 2 d, 3 a, 4 c, 5 b

Model Exam 5

1 1 c, 2 a, 3 b, 4 c, 5 c

2 1 ✗, 2 ✓, 3 ✗, 4 ✓, 5 ✓

3
1 Banned sites
2 hacking
3 EKB
4 eye strain
5 PowerPoint

Final Exams Answers

1 Cairo – Al-Shorouk Educational Zone

1
1 a 2 c 3 c 4 a
5 a 6 b 7 c 8 b
9 b 10 a 11 c 12 c
13 b 14 c 15 c

2 Giza – Dokki Educational Zone

1
1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓

2
1 GPS
2 operating system
3 Word 4 Hearing aids
5 restart the device

3
1 b 2 a 3 c 4 e 5 d

3 Giza – Al-Omrania Educational Zone

1
1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✓

2
1 a 2 b 3 a 4 c
5 c 6 a 7 c 8 b

4 Giza – El-Sheikh Zayed Educational Zone

1
1 c 2 a
3 b 4 b

2
1 ✗ 2 ✓ 3 ✗ 4 ✗

3
1 use the search box
2 camera 3 analyze
4 Digital blogs

4
1 tell your parents
2 mentioning the owner of information 3 digital

5 Giza – 6th of October Educational Zone

1
1 ✗ 2 ✗ 3 ✓ 4 ✗ 5 ✗

2
1 a 2 b 3 c 4 b 5 a

3
1 block
2 Personal information
3 download
4 magnetometer
5 Screen magnification software

6 Alexandria – Eastern Educational Zone

1
1 a 2 a 3 b 4 c
5 a 6 b 7 a 8 c
9 b 10 a 11 b 12 a
13 b 14 a 15 c

7 Alexandria – Central Educational Zone

1
1 ✗ 2 ✗ 3 ✓ 4 ✓
5 ✓

2
1 a 2 c 3 c 4 a
5 c 6 a 7 a 8 a
9 c 10 b

8 Alexandria – Montazah Educational Zone

1
1 ✗ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✓ 7 ✗ 8 ✓

2
1 c 2 b 3 b 4 a
5 c 6 b 7 b

9 Alexandria – Al-Ajmi Educational Zone

1
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓

2
1 c 2 a 3 c 4 b 5 c

3
1 CPU 2 antivirus
3 EKB 4 Spam
5 search engine

10 Kafr El-Sheikh Governorate

1
1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓

2
1 kids search 2 Hearing aids
3 screen 4 Word
5 personal data

3
1 a 2 a 3 c 4 a 5 c

11 Port Said – Northern Educational Zone

1
1. Antivirus
2. download file
3. personal data
4. internet
5. screen

2 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗

3 1 b 2 c 3 b 4 a 5 a

12 Red sea Governorate- Hurgada E. Zone

1 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗

2 1 c 2 a 3 a 4 b 5 b

3
1. interview
2. GPS
3. keyboard
4. Passwords
5. Books and magazines

13 Assiut Governorate – Model 1

1 1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✓

2 1 a 2 c 3 a 4 a 5 b 6 c 7 a 8 b 9 a 10 b

14 Sohag Governorate - Educational Zone

1 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓

2 1 c 2 c 3 a 4 b 5 c

3 1 c 2 d 3 a 4 b 5 e

15 Menoufia – Sadat Educational Zone

1 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✗ 8 ✗

2 1 a 2 a 3 a 4 b 5 b 6 b 7 c

16 Beni Suef Governorate

1 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓

2 1 b 2 a 3 c 4 c

3
1. digital blogs
2. Screen zoom software
3. quotation marks
4. Medical hearing aids
5. calculator
6. eye fatigue

17 Dakahlia – Talkha Educational Zone

1 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✗

2 1 a 2 a 3 a 4 b 5 b 6 a 7 a 8 b

18 Sharqiya – Hehiya Educational Zone

1 1 a 2 c 3 b 4 a 5 c

2 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗ 6 ✗ 7 ✓ 8 ✓ 9 ✗ 10 ✗

19 Gharbia Governorate - Western E. Zone

1 1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✗

2 1 c 2 b 3 c 4 b 5 a

3
1. digital
2. surveys and experiments
3. charts
4. inappropriate
5. .gov